



THE COCHIN COLLEGE

Koovapadam, Kochi-2

Affiliated To Mahatma Gandhi University

Re-accredited by NAAC With B+ Grade



Fourth Cycle
NAAC Accreditation 2024

Criterion 6 Governance, Leadership and Management

6.2 - Strategy Development and Deployment

Metric No. 6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

IQAC Constitution and Minutes

Submitted to



National Assessment and Accreditation Council



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 2019-2024.

Mrudula Menon V.





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Contents

1 IQAC Composition and Minutes 2023-24	3
2 IQAC Composition and Minutes 2022-23	13
3 IQAC Composition and Minutes 2021-22	25
4 IQAC Composition and Minutes 2020-21	37
5 IQAC Composition and Minutes 2019-20	49





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1 IQAC Composition and Minutes 2023-24

Minutes of IQAC Meeting No. 1

Date: July 28, 2023

Time: 3:00 PM

Venue: IQAC Conference Room

Chairperson: Dr. M. Geetha (Principal)

IQAC Coordinator: Dr. Sindhu K., Associate Professor

Attendees

Sl. No	Name	Designation
1	Dr. M. Geetha	Principal (Chairperson)
2	Dr. Sindhu K.	Associate Professor (IQAC Coordinator)
3	Mr. Thomas J Vayalat	Manager (Management Representative)
4	Ms. Srividya K. S.	Teacher Representative
5	Dr. Reshimon P. R.	Teacher Representative
6	Ms. Mrudula Menon V.	Teacher Representative
7	Dr. Manjusha M. V.	Teacher Representative
8	Dr. Rekha P. G.	Teacher Representative
9	Dr. Suprabha G. Nair	Teacher Representative
10	Dr. Zafna Rasheed	Teacher Representative
11	Mr. Febin George	Teacher Representative
12	Ms. Keerthana S.	Teacher Representative
13	Ms. Jeena Jayan	UGC Librarian
14	Ms. Anitha Kumari T. P.	Jr. Superintendent (Senior Admin Staff)
15	Dr. Priya P. A.	Division Councilor, Cochin Corporation





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16	Ms. Hridika K. P.	Student Representative (M.Sc. Physics)
17	Ms. Rethika Sohini	Student Representative (M.Com)

Minutes of the Meeting

The meeting commenced with the review of the events organized from June to July 2023. The IQAC members evaluated the success and challenges of these events and discussed strategies for improving future events. The planning for upcoming events in August and September was then outlined, with a focus on enhancing student participation and collaboration with external organizations. Feedback and suggestions for continuous improvement were also deliberated.

Agenda and Action Taken

Agenda	Action Taken
Review of events from June to July 2023	Discussed the completion of various activities, including Environment Day celebrations, Yoga Day, Drug Abuse Awareness Talk, MOOC Course Webinar, and more.
Planning for upcoming events in August and September	Planned TB Awareness Kit Distribution, Blood Donation Camp, Independence Day Celebration, Research Methodology Orientation, and other events.
Discussion on improvements and feedback	Agreed to increase collaboration with external organizations and improve event promotion to increase student engagement.





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Minutes of IQAC Meeting No. 2

Date: September 29, 2023

Time: 3:00 PM

Venue: IQAC Conference Room

Chairperson: Dr. M. Geetha (Principal)

IQAC Coordinator: Dr. Sindhu K., Associate Professor

Attendees

Sl. No	Name	Designation
1	Dr. M. Geetha	Principal (Chairperson)
2	Dr. Sindhu K.	Associate Professor (IQAC Coordinator)
3	Mr. Thomas J Vayalat	Manager (Management Representative)
4	Ms. Srividya K. S.	Teacher Representative
5	Dr. Reshimon P. R.	Teacher Representative
6	Ms. Mrudula Menon V.	Teacher Representative
7	Dr. Manjusha M. V.	Teacher Representative
8	Dr. Rekha P. G.	Teacher Representative
9	Dr. Suprabha G. Nair	Teacher Representative
10	Dr. Zafna Rasheed	Teacher Representative
11	Mr. Febin George	Teacher Representative
12	Ms. Keerthana S.	Teacher Representative
13	Ms. Jeena Jayan	UGC Librarian
14	Ms. Anitha Kumari T. P.	Jr. Superintendent (Senior Admin Staff)
15	Dr. Priya P. A.	Division Councilor, Cochin Corporation
16	Ms. Hridika K. P.	Student Representative (M.Sc. Physics)





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17	Ms. Rethika Sohini	Student Representative (M.Com)
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Minutes of the Meeting

The meeting began with a comprehensive review of the events organized from August to September 2023. The attendees discussed the effectiveness of these events and noted areas for improvement. Subsequently, the planning for upcoming events in October and November was discussed, with special emphasis on digital marketing and career-oriented programs. The meeting concluded with a discussion on ways to enhance student engagement and the overall quality of the events.

Agenda and Action Taken

Agenda	Action Taken
Review of events from August to September 2023	Events including TB Awareness Nutrition Kits Distribution, Blood Donation Camp, Independence Day Celebration, and more were reviewed.
Planning for upcoming events in October and November	Planned Digital Marketing Awareness Programme, Deeksharamb Orientation Programme, International Education Orientation, and other events.
Discussion on improvements and feedback	Continued emphasis on diverse event participation, enhanced promotional efforts, and providing more hands-on workshops and practical sessions.





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Minutes of IQAC Meeting No. 3

Date: November 24, 2023

Time: 3:00 PM

Venue: IQAC Conference Room

Chairperson: Dr. M. Geetha (Principal)

IQAC Coordinator: Dr. Sindhu K., Associate Professor

Attendees

Sl. No	Name	Designation
1	Dr. M. Geetha	Principal (Chairperson)
2	Dr. Sindhu K.	Associate Professor (IQAC Coordinator)
3	Mr. Thomas J Vayalat	Manager (Management Representative)
4	Ms. Srividya K. S.	Teacher Representative
5	Dr. Reshimon P. R.	Teacher Representative
6	Ms. Mrudula Menon V.	Teacher Representative
7	Dr. Manjusha M. V.	Teacher Representative
8	Dr. Rekha P. G.	Teacher Representative
9	Dr. Suprabha G. Nair	Teacher Representative
10	Dr. Zafna Rasheed	Teacher Representative
11	Mr. Febin George	Teacher Representative
12	Ms. Keerthana S.	Teacher Representative
13	Ms. Jeena Jayan	UGC Librarian
14	Ms. Anitha Kumari T. P.	Jr. Superintendent (Senior Admin Staff)
15	Dr. Priya P. A.	Division Councilor, Cochin Corporation
16	Ms. Hridika K. P.	Student Representative (M.Sc. Physics)





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17	Ms. Rethika Sohini	Student Representative (M.Com)
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Minutes of the Meeting

The members reviewed the events organized from October to November 2023, evaluating their success and discussing any issues encountered. Following this, the planning for the December and January events was discussed, with the aim of ensuring effective execution. The meeting also included a discussion on strategies for improving student participation and the overall impact of these events.

Agenda and Action Taken

Agenda	Action Taken
Review of events from October to November 2023	Reviewed the successful completion of events such as Digital Marketing Awareness Programme, Deeksharamb Orientation Programme, and more.
Planning for upcoming events in December and January	Planned Social Life Wellness Programme, Government Job Orientation Programme, Industrial Visit to Tea Estate, Munnar, and other events.
Discussion on improvements and feedback	Continued focus on seeking more diverse event participation and improving practical sessions for students.





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Minutes of IQAC Meeting No. 4

Date: January 26, 2024

Time: 3:00 PM

Venue: IQAC Conference Room

Chairperson: Dr. M. Geetha (Principal)

IQAC Coordinator: Dr. Sindhu K., Associate Professor

Attendees

Sl. No	Name	Designation
1	Dr. M. Geetha	Principal (Chairperson)
2	Dr. Sindhu K.	Associate Professor (IQAC Coordinator)
3	Mr. Thomas J Vayalat	Manager (Management Representative)
4	Ms. Srividya K. S.	Teacher Representative
5	Dr. Reshimon P. R.	Teacher Representative
6	Ms. Mrudula Menon V.	Teacher Representative
7	Dr. Manjusha M. V.	Teacher Representative
8	Dr. Rekha P. G.	Teacher Representative
9	Dr. Suprabha G. Nair	Teacher Representative
10	Dr. Zafna Rasheed	Teacher Representative
11	Mr. Febin George	Teacher Representative
12	Ms. Keerthana S.	Teacher Representative
13	Ms. Jeena Jayan	UGC Librarian
14	Ms. Anitha Kumari T. P.	Jr. Superintendent (Senior Admin Staff)
15	Dr. Priya P. A.	Division Councilor, Cochin Corporation
16	Ms. Hridika K. P.	Student Representative (M.Sc. Physics)





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17	Ms. Rethika Sohini	Student Representative (M.Com)
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Minutes of the Meeting

The meeting focused on reviewing the events conducted from December 2023 to January 2024, assessing their effectiveness and gathering feedback from participants. The members then discussed the planning for upcoming events in February and March, ensuring that these events align with the overall goals of the IQAC. The discussion also touched upon continuous improvement strategies for future events.

Agenda and Action Taken

Agenda	Action Taken
Review of events from December 2023 to January 2024	Reviewed successful events including Social Life Wellness Programme, Government Job Orientation Programme, Industrial Visit to Tea Estate, Munnar, etc.
Planning for upcoming events in February and March	Planned Personality Training for Enhancing Employability, Hackathon: HACKRUN, Workshop on Life Skills, and more.
Discussion on improvements and feedback	Continued emphasis on seeking diverse event participation and improving hands-on workshops.





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Minutes of IQAC Meeting No. 5

Date: March 27, 2024

Time: 3:00 PM

Venue: IQAC Conference Room

Chairperson: Dr. M. Geetha (Principal)

IQAC Coordinator: Dr. Sindhu K., Associate Professor

Attendees

Sl. No	Name	Designation
1	Dr. M. Geetha	Principal (Chairperson)
2	Dr. Sindhu K.	Associate Professor (IQAC Coordinator)
3	Mr. Thomas J Vayalat	Manager (Management Representative)
4	Ms. Srividya K. S.	Teacher Representative
5	Dr. Reshimon P. R.	Teacher Representative
6	Ms. Mrudula Menon V.	Teacher Representative
7	Dr. Manjusha M. V.	Teacher Representative
8	Dr. Rekha P. G.	Teacher Representative
9	Dr. Suprabha G. Nair	Teacher Representative
10	Dr. Zafna Rasheed	Teacher Representative
11	Mr. Febin George	Teacher Representative
12	Ms. Keerthana S.	Teacher Representative
13	Ms. Jeena Jayan	UGC Librarian
14	Ms. Anitha Kumari T. P.	Jr. Superintendent (Senior Admin Staff)
15	Dr. Priya P. A.	Division Councilor, Cochin Corporation
16	Ms. Hridika K. P.	Student Representative (M.Sc. Physics)





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17	Ms. Rethika Sohini	Student Representative (M.Com)
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Minutes of the Meeting

The final meeting of the year reviewed the events organized from February to March 2024, assessing their impact and gathering feedback for future improvements. The members discussed the planning for events in April and May, focusing on ensuring these events are well-aligned with the IQAC's objectives. The discussion also centered on strategies for enhancing the practical aspects of future events and improving student engagement.

Agenda and Action Taken

Agenda	Action Taken
Review of events from February to March 2024	Reviewed the successful execution of events like Personality Training, Hackathon: HACKRUN, Life Skills Workshop, National Seminar, etc.
Planning for upcoming events in April and May	Planned events like Social Life Wellness Programme, Industrial Visit to Tea Estate, and others.
Discussion on improvements and feedback	Continued emphasis on diverse event participation and more hands-on workshops and practical sessions for students.





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2 IQAC Composition and Minutes 2022-23

IQAC Composition - 2022-2023

Sl No	Name and Designation
1	Dr. M. Geetha, Principal
2	Dr. Sindhu K., IQAC Coordinator (Associate Professor)
3	Mr. George Mookken, Management Representative
4	Ms. Mrudula Menon (Associate Professor), Teacher Representative
5	Dr. Biju P. Thampi (Associate Professor), Teacher Representative
6	Ms. Srividya K.S. (Associate Professor), Teacher Representative
7	Dr. Annieta Philip (Associate Professor), Teacher Representative
8	Dr. Mini P. Mathai (Assistant Professor), Teacher Representative
9	Dr. Reshimon P.R. (Assistant Professor), Teacher Representative
10	Dr. Smitha N.R. (Assistant Professor), Teacher Representative
11	Ms. Zafna Rasheed (Assistant Professor), Teacher Representative
12	Ms. Anitha Kumari, Senior Administrative Staff
13	Ms. Jeena Jayan, Librarian (UGC Librarian)
14	Adv. Priya P.A., Local Body Representative (Division Councilor, Kochi Corporation)
15	Harsha Sajeev, Student Representative (II M.Sc Physics)
16	Prathama S. Bhat, Student Representative (II M.Com)





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IQAC Meeting No.1

DATE: 1/06/2022

TIME: 12.00 P.M.

VENUE: BOARD ROOM

Members

Designation	Name
Principal	Dr. M. Geetha
IQAC Coordinator	Dr. Sindhu K. (Associate Professor)
Management Representative	Mr. George Mookken
Teacher Representative	Ms. Mrudula Menon (Associate Professor)
Teacher Representative	Dr. Biju P. Thampi (Associate Professor)
Teacher Representative	Ms. Srividya K.S. (Associate Professor)
Teacher Representative	Dr. Annita Philip (Associate Professor)
Teacher Representative	Dr. Mini P. Mathai (Assistant Professor)
Teacher Representative	Dr. Reshimon P.R. (Assistant Professor)
Teacher Representative	Dr. Smitha N.R. (Assistant Professor)
Teacher Representative	Ms. Zafna Rasheed (Assistant Professor)
Senior Administrative Staff	Ms. Anitha Kumari
Librarian	Ms. Jeena Jayan (UGC Librarian)
Local Body Representative	Adv. Priya P.A. (Division Councilor, Kochi Corporation)
Student Representatives	Harsha Sajeev, II M.Sc Physics Prathama S. Bhat, II M.Com





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Minutes

Approved the proposals submitted by various departments for the conduct of programmes in connection with World Environment Day International Yoga day, International day for Conservation of Mangrove Ecosystem Etc. Decided to start new add on courses in Cyber security, Journalism and Communication, Nominated Ms. Janu V Kumar as the coordinator of the Dheeksharamb INIZIO 2022 Nominated Dr. Manjusha as the coordinator of FDP proposed to conduct in association with MHRD It is decided to conduct the FDP in August, 2022 Decided to launch pirannal pusthakam initiative by College Library on 20 June 2022





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Agenda and Decisions Taken

Agenda	Decisions Taken
1. Celebration of Environment Day, International Yoga Day, International Day for Conservation of Mangrove Ecosystem	Approved the proposals submitted by various departments for the conduct of programmes in connection with World Environment Day, International Yoga Day, International Day for Conservation of Mangrove Ecosystem, etc.
2. Conduct of Online FDP in collaboration with UGC-MHRD, University of Kerala	Nominated Dr. Manjusha as the coordinator of FDP proposed to conduct in association with MHRD. It is decided to conduct the FDP in August 2022.
3. Starting new add-on programs	Decided to start new add-on courses in Cyber Security, Journalism, and Communication.
4. Evaluation of online data collection for AQAR	Nominated Ms. Janu V Kumar as the coordinator of the Dheeksharamb INIZIO 2022.
5. Launching of Pirannal Pusthakam scheme	Decided to launch Pirannal Pusthakam initiative by College Library on 20 June 2022.





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IQAC Meeting No.2

DATE: 02/08/2022

TIME: 2.00 P.M.

VENUE: BOARD ROOM

Members

Designation	Name
Principal	Dr. M. Geetha
IQAC Coordinator	Dr. Sindhu K. (Associate Professor)
Management Representative	Mr. George Mookken
Teacher Representative	Ms. Mrudula Menon (Associate Professor)
Teacher Representative	Dr. Biju P. Thampi (Associate Professor)
Teacher Representative	Ms. Srividya K.S. (Associate Professor)
Teacher Representative	Dr. Annieta Philip (Associate Professor)
Teacher Representative	Dr. Mini P. Mathai (Assistant Professor)
Teacher Representative	Dr. Reshimon P.R. (Assistant Professor)
Teacher Representative	Dr. Smitha N.R. (Assistant Professor)
Teacher Representative	Ms. Zafna Rasheed (Assistant Professor)
Senior Administrative Staff	Ms. Anitha Kumari
Librarian	Ms. Jeena Jayan (UGC Librarian)
Local Body Representative	Adv. Priya P.A. (Division Councilor, Kochi Corporation)
Student Representatives	Harsha Sajeev, II M.Sc Physics Prathama S. Bhat, II M.Com

Minutes

Decided to do a mural art in connection with the 75 year of Independence and various competitions, lectures, and quiz competition Approved the list of convenors and members to various committees and clubs and forwarded to the council. The FDP ; Towards a Flourishing Educator' during 23 august - 29th August, 2022

Agenda and Decisions Taken





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Agenda	Decisions Taken
1. Discussion of Academic Calendar, approving the list of conveners of various committees	Approved the list of conveners and members to various committees and clubs and forwarded to the council.
2. Celebration of Azadi Ka Amrit Mahotsav	Decided to do a mural art in connection with the 75 years of Independence and various competitions, lectures, and quiz competition.
3. Meeting of Vanitha Jagratha Samithi, Celebration of World Photography Day	The FDP 'Towards a Flourishing Educator' will be held from 23 August - 29 August 2022.
4. Evaluation of the progress of AQAR data collection	
5. Evaluation of the preparation for Online FDP	





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IQAC Meeting No.3

DATE: 11/11/2022

TIME: 3.00 P.M.

VENUE: BOARD ROOM

Members

Designation	Name
Principal	Dr. M. Geetha
IQAC Coordinator	Dr. Sindhu K. (Associate Professor)
Management Representative	Mr. George Mookken
Teacher Representative	Ms. Mrudula Menon (Associate Professor)
Teacher Representative	Dr. Biju P. Thampi (Associate Professor)
Teacher Representative	Ms. Srividya K.S. (Associate Professor)
Teacher Representative	Dr. Annieta Philip (Associate Professor)
Teacher Representative	Dr. Mini P. Mathai (Assistant Professor)
Teacher Representative	Dr. Reshimon P.R. (Assistant Professor)
Teacher Representative	Dr. Smitha N.R. (Assistant Professor)
Teacher Representative	Ms. Zafna Rasheed (Assistant Professor)
Senior Administrative Staff	Ms. Anitha Kumari
Librarian	Ms. Jeena Jayan (UGC Librarian)
Local Body Representative	Adv. Priya P.A. (Division Councilor, Kochi Corporation)
Student Representatives	Harsha Sajeev, II M.Sc Physics Prathama S. Bhat, II M.Com

Minutes

Decided to distribute the menstrual cups received under the Cup of Life Scheme of Mr. Hibi Eden, MP.

Dr. Manju Subramanian is nominated as the faculty in charge of it. Nominated Ms. Janu V. Kumar as the coordinator of INIZIO 2022. Approved the schedule for INIZIO in December first week. Approved the time table for internal examination. Decided to send NSS volunteers to Vayojanoslavam.





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Agenda and Decisions Taken

Agenda	Decisions Taken
1. Menstrual Cup Distribution in the College	Decided to distribute the menstrual cups received under the Cup of Life Scheme of Mr. Hibi Eden, MP. Dr. Manju Subramanian is nominated as the faculty in charge.
2. Participation in Vayojanolsavam organized by LSGD	Nominated Ms. Janu V. Kumar as the coordinator of INIZIO 2022. Approved the schedule for INIZIO in December first week.
3. Nomination of Coordinator for Dheeksharamb INIZIO 2022	Approved the time table for internal examination.
4. Time Table for Internal Examination and Open House	Decided to send NSS volunteers to Vayojanolsavam.





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IQAC Meeting No.4

DATE: 05/01/2023

TIME: 2 P.M.

VENUE: BOARD ROOM

Members

Designation	Name
Principal	Dr. M. Geetha
IQAC Coordinator	Dr. Sindhu K. (Associate Professor)
Management Representative	Mr. George Mookken
Teacher Representative	Ms. Mrudula Menon (Associate Professor)
Teacher Representative	Dr. Biju P. Thampi (Associate Professor)
Teacher Representative	Ms. Srividya K.S. (Associate Professor)
Teacher Representative	Dr. Annieta Philip (Associate Professor)
Teacher Representative	Dr. Mini P. Mathai (Assistant Professor)
Teacher Representative	Dr. Reshimon P.R. (Assistant Professor)
Teacher Representative	Dr. Smitha N.R. (Assistant Professor)
Teacher Representative	Ms. Zafna Rasheed (Assistant Professor)
Senior Administrative Staff	Ms. Anitha Kumari
Librarian	Ms. Jeena Jayan (UGC Librarian)
Local Body Representative	Adv. Priya P.A. (Division Councilor, Kochi Corporation)
Student Representatives	Harsha Sajeev, II M.Sc Physics Prathama S. Bhat, II M.Com

Minutes

Nominated Dr. Liance Mathew as the staff coordinator of the Financial Literacy Club Decided to conduct the orientation programme " Pathway-Social Wellness Programme" for Minority Youth during 1, 2, and 3 February, 2023 Congratulated the IIC committee for securing a 3.5 star rating. Decided to conduct EX-PLORIA 2K22- Techfest on 19 January, 2023





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Agenda and Decisions Taken

Agenda	Decisions Taken
1. Conduct of Food Festival Pepper Sav by the ED Club and Department of Commerce	Nominated Dr. Liance Mathew as the staff coordinator of the Financial Literacy Club.
2. Discussion on Conducting Skill Development Programme for Minority Youth in Association with the Government of Kerala	Decided to conduct the orientation programme "Pathway-Social Wellness Programme" for Minority Youth during 1, 2, and 3 February 2023.
3. Evaluation of Dheeksharamb INIZIO 2021	Congratulated the IIC committee for securing a 3.5-star rating.
4. Starting Financial Literacy Club in the College	Decided to conduct EXPLORIA 2K22-Techfest on 19 January 2023.
5. Evaluation of the Working of IIC	
6. Conduct of Techfest by BCA Department	





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IQAC Meeting No.5

DATE: 20/03/2022

TIME: 11.30 A.M.

VENUE: BOARD ROOM

Members

Designation	Name
Principal	Dr. M. Geetha
IQAC Coordinator	Dr. Sindhu K. (Associate Professor)
Management Representative	Mr. George Mookken
Teacher Representative	Ms. Mrudula Menon (Associate Professor)
Teacher Representative	Dr. Biju P. Thampi (Associate Professor)
Teacher Representative	Ms. Srividya K.S. (Associate Professor)
Teacher Representative	Dr. Annieta Philip (Associate Professor)
Teacher Representative	Dr. Mini P. Mathai (Assistant Professor)
Teacher Representative	Dr. Reshimon P.R. (Assistant Professor)
Teacher Representative	Dr. Smitha N.R. (Assistant Professor)
Teacher Representative	Ms. Zafna Rasheed (Assistant Professor)
Senior Administrative Staff	Ms. Anitha Kumari
Librarian	Ms. Jeena Jayan (UGC Librarian)
Local Body Representative	Adv. Priya P.A. (Division Councilor, Kochi Corporation)
Student Representatives	Harsha Sajeev, II M.Sc Physics Prathama S. Bhat, II M.Com

Minutes

Decided to convene a criteria group meeting for updating about the data collection process. Decided to submit Rebuild the College proposal to the management with the next cycle of accreditation in view. Congratulated Dr. Sindhu K. for being elected as the Senate Member of the Mahatma Gandhi University.

Decided to collect student feedback from the outgoing batch before March 31





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Agenda and Decisions Taken

Agenda	Decisions Taken
1. Preparation of Pending AQAR	Decided to convene a criteria group meeting for updating about the data collection process.
2. Evaluation of the Institution Visits Organised by IIC	Decided to submit the Rebuild the College proposal to the management with the next cycle of accreditation in view.
3. Evaluation of the Achievements by Faculty Members and Students during the Year	Congratulated Dr. Sindhu K. for being elected as the Senate Member of Mahatma Gandhi University. Decided to collect student feedback from the outgoing batch before March 31.





THE COCHIN COLLEGE

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3 IQAC Composition and Minutes 2021-22

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
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

- 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
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 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
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

- 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
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

- 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
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

- 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.





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4 IQAC Composition and Minutes 2020-21

Minutes of IQAC Meeting 1

Date: 18/06/2020

Time: 3:00 P.M.

Venue: Google Meet

Sl. No.	Members	Designation
1	Ms. Mrudula Menon V	Principal
2	Dr. Geetha M.	IQAC Coordinator
3	Dr. Sindhu K.	Assistant Coordinator
4	Mr. George Mookken	Management 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	Smt. Shyamala Prabhu	Senior Administrative Staff
15	Harsha Sajeev, I M.Sc Physics	Student Representative
16	Prathama S. Bhat, I M.Com	Student Representative

Minutes

Orientation and training programmes were decided to be conducted under the auspices of the Digital Solutions Committee to train teachers in various online teaching-learning platforms. The committee approved the list of conveners and chalked out a blueprint for activities. A research meet was scheduled for 23rd, 26th, and 30th June 2020. The Reading Week celebrations plan of action was discussed, and the Malayalam department and Library committee were entrusted with conducting the programmes.





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Agenda and Decisions Taken

Agenda	Decisions Taken
<p>1. Discussion about conducting classes in online mode and giving training to teachers. 2. Discussion of the academic calendar, approving the list of conveners of various committees. 3. Conduct of research meet by Commerce research centre. 4. Reading Week celebrations.</p>	<ul style="list-style-type: none"> • Orientation and training programmes to be conducted under the Digital Solutions Committee. • Approved the committee list and outlined the blueprint for activities. • Scheduled the Research meet for 23rd, 26th, and 30th June 2020. • Discussed Reading Week celebrations and assigned the Malayalam department and Library committee to conduct programmes.





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Minutes of IQAC Meeting 2

Date: 12/08/2020

Time: 2:00 P.M.

Venue: Google Meet

Sl. No.	Members	Designation
1	Ms. Mrudula Menon V	Principal
2	Dr. Geetha M.	IQAC Coordinator
3	Dr. Sindhu K.	Assistant Coordinator
4	Mr. George Mookken	Management 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	Smt. Shyamala Prabhu	Senior Administrative Staff
15	Harsha Sajeew, I M.Sc Physics	Student Representative
16	Prathama S. Bhat, I M.Com	Student Representative

Minutes

The timetable for internal examinations and other academic activities was prepared based on the academic calendar provided by the university. It was decided to conduct the INIZIO-2020 student induction programme online in October.





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Agenda and Decisions Taken

Agenda	Decisions Taken
<p>1. Evaluation of UG results, preparation of timetable for internal exams. 2. Dheeksharamb Orientation programme for the newcomers.</p>	<ul style="list-style-type: none"> • Timetable for internal examinations and other academic activities was prepared based on the academic calendar. • The INIZIO-2020 student induction programme was decided to be conducted online in October.





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Minutes of IQAC Meeting 3

Date: [Date Not Provided]

Time: 2:00 P.M.

Venue: Google Meet

Sl. No.	Members	Designation
1	Ms. Mrudula Menon V	Principal
2	Dr. Geetha M.	IQAC Coordinator
3	Dr. Sindhu K.	Assistant Coordinator
4	Mr. George Mookken	Management 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	Smt. Shyamala Prabhu	Senior Administrative Staff
15	Harsha Sajeev, I M.Sc Physics	Student Representative
16	Prathama S. Bhat, I M.Com	Student Representative

Minutes

Nominated one teacher from each department to participate as a resource person for the Shasthrapadam orientation programme for Higher Secondary students. Dr. Vineethkumar was appointed as the coordinator for INIZIO-2020, scheduled from 22nd to 30th October 2020, to be conducted online. Various entries to TIFR CUBE Annual Meet were approved.





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Agenda and Decisions Taken

Agenda	Decisions Taken
<p>1. Participating in Shasthrapadam career orientation programme of Samagara Shiksha Kerala. 2. Selection of resource persons for INIZIO-2020 Student Induction Programme. 3. Participation in TIFR CUBE Annual Meet by the Department of Zoology.</p>	<ul style="list-style-type: none"> • Nominated one teacher from each department as a resource person for the Shasthrapadam orientation programme. • Nominated Dr. Vineethkumar as the coordinator of INIZIO 2020, scheduled from 22nd to 30th October 2020 online. • Approved various entries to the TIFR CUBE Annual Meet.





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Minutes of IQAC Meeting 4

Date: 01/12/2019

Time: 2:00 P.M.

Venue: Google Meet

Sl. No.	Members	Designation
1	Ms. Mrudula Menon V	Principal
2	Dr. Geetha M.	IQAC Coordinator
3	Dr. Sindhu K.	Assistant Coordinator
4	Mr. George Mookken	Management 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	Smt. Shyamala Prabhu	Senior Administrative Staff
15	Harsha Sajeev, I M.Sc Physics	Student Representative
16	Prathama S. Bhat, I M.Com	Student Representative

Minutes

Decided to conduct a seven-day NSS camp UNARV in online mode from 23rd to 29th January 2021. The ED club programmes were scheduled for 29th January 2021 and 22nd February 2021.





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Agenda and Decisions Taken

Agenda	Decisions Taken
<p>1. Conduct of online NSS camp. 2. Conduct of orientation sessions under the Entrepreneurship Development Club.</p>	<ul style="list-style-type: none"> • Conduct a seven-day NSS camp UNARV online from 23rd to 29th January 2021. • Organize ED club programmes on 29th January 2021 and 22nd February 2021.





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Minutes of IQAC Meeting 5

Date: 11/02/2019

Time: 4:00 P.M.

Venue: Google Meet

Sl. No.	Members	Designation
1	Ms. Mrudula Menon V	Principal
2	Dr. Geetha M.	IQAC Coordinator
3	Dr. Sindhu K.	Assistant Coordinator
4	Mr. George Mookken	Management 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	Smt. Shyamala Prabhu	Senior Administrative Staff
15	Harsha Sajeev, I M.Sc Physics	Student Representative
16	Prathama S. Bhat, I M.Com	Student Representative

Minutes

The department of English was entrusted to organize programmes for National Science Day, and the Science and Quiz club was assigned to organize programmes for International Women's Day. Faculty members who were awarded Ph.D. during the year were congratulated.





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Agenda and Decisions Taken

Agenda	Decisions Taken
<p>1. Celebration of National Science Day. 2. Participation in Young Innovators Programme training. 3. Celebration of International Women's Day. 4. Preparations for University Youth Festival.</p>	<ul style="list-style-type: none"> • Entrusted the department of English with organizing programmes for International Women's Day and the Science and Quiz club for National Science Day. • Congratulated faculty members who were awarded Ph.D. during the year.





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Minutes of IQAC Meeting 6

Date: 18/04/2020

Time: 11:30 A.M.

Venue: Google Meet

Sl. No.	Members	Designation
1	Ms. Mrudula Menon V	Principal
2	Dr. Geetha M.	IQAC Coordinator
3	Dr. Sindhu K.	Assistant Coordinator
4	Mr. George Mookken	Management 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	Smt. Shyamala Prabhu	Senior Administrative Staff
15	Harsha Sajeev, I M.Sc Physics	Student Representative
16	Prathama S. Bhat, I M.Com	Student Representative

Minutes

The Digital Solutions Committee was tasked with developing a cloud-based system for paperless data collection and compilation. All faculty members were directed to participate in the NAAC webinar series relevant to their criteria.

Agenda and Decisions Taken





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Agenda	Decisions Taken
<p>1. Preparation of pending AQAR. 2. Familiarizing faculty with the RAF.</p>	<ul style="list-style-type: none"> • The Digital Solutions Committee was tasked with creating a cloud-based system for paperless data collection. • Faculty members directed to attend NAAC webinar series pertinent to their criteria.





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5 IQAC Composition and Minutes 2019-20

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)





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email: 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 Sajeev	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.





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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"> • The plan of action was finalized, and departments were asked to prepare for CBCS implementation. • The Zoology Department was requested to initiate the necessary arrangements for the EMT program.





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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.





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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"> • Departments began to integrate e-learning modules into their curricula. • A new feedback system was developed and implemented.





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Minutes of IQAC Meeting 3

Sl. No.	Members	Designation
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4	Mr. George Mookken	Management Representative
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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.





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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"> • Preparations for National Science Day were set in motion. • The Library Committee was tasked with organizing the plagiarism workshop.





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Minutes of IQAC Meeting 4

Sl. No.	Members	Designation
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4	Mr. George Mookken	Management Representative
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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)

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.





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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"> • Follow-up sessions under the Unnath Bharath Abhiyaan were scheduled. • Examination protocols were re-evaluated and refined to ensure efficiency.





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Minutes of IQAC Meeting 5

Sl. No.	Members	Designation
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4	Mr. George Mookken	Management Representative
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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)

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.





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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"> • Invitations for the workshop were sent out. • A new digital system for AQAR data collection was implemented.





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Minutes of IQAC Meeting 6

Sl. No.	Members	Designation
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3	Dr. Sindhu K.	Teacher Representative
4	Mr. George Mookken	Management Representative
5	Ms. Mrudula Menon V.	Teacher Representative
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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)

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.





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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"> • National Science Day was successfully celebrated. • The Physics Department initiated arrangements for the expert talk.

