

AQAR 2023 - 2024



SANTHIGIRI COLLEGE
OF COMPUTER SCIENCES
Affiliated to M.G. University, Approved by AICTE and Accredited by NAAC



CRITERION 1

Department Meeting Register



NOTICE

DEPARTMENT MEETING

We have scheduled our weekly department meeting tomorrow at 1:15 P.M (07/06/23) in the department itself.

Agenda:-

1. Academics
2. Non-Academic

Mr. Mejo John Johnson

HOD

Dept. of Commerce

Faculty Members

1. Mr. Joshy. M. Varghese
2. Ms. Manju P. K
3. Ms. Saraswathy Antharjanam
4. Ms. Jeessma Clement
5. Ms. Ambily .V
6. Mr. Ashish Kuruvilla
7. Mr. Sharafudheen. P.J
8. Ms. Shreya Krishna
9. Ms. Mariyam Renji

Date: 07/06/23

produced medical certificate
on time. Maximum 10 days allowed.

Department meeting

Date : 07/06/23

Time : 1.15pm

Venue : Dept. of Commerce

Members present

1. Mr. Mejo John Johnson
2. Mr. Jacoby M. Varghese
3. Mr. Paraswathy Sankaran
4. Mr. Mayu P.K.
5. Mr. Anbilu
6. Mr. Geema Clement
7. Mr. Parathadheen
8. Mr. Mariyam Reji
9. Mr. Pooja Arinche
10. Mr. Chithra Kuruvila
11. Ashish

Following matters are discussed :-

1. Submission of Academic planning.
2. Hand Book of PG B.Com and SF B.Com submitted.
3. Rules and regulations regarding phone usage, dress code etc is to be circulated in different classes.
4. We will make necessary steps regarding monitoring of attendance of students.
5. Students are allowed to produce medical certificate on time. Maximum 10 days allowed.

6. P4 and P2 'A2' Forms will submit.
7. All the faculties are strictly monitored the discipline
8. Celebrating June 19th as heric day.
9. Different cells in the dept are created and selected coordinated for each cell.
10. Seminar presentation of P2 A-Com will conduct on 12th June
11. One wheel chair offered to P2 A-Com students.
12. All shall decide a child on course.

Dept. Perinam
Nithin



[Signature]
16/06/2023
Principal

1.
2.

→

→

→

→

Date : 27/7/2023

Time : 10:30 am

Agenda

1. S4 MCA review
2. Course file submission.
3. Discipline
4. Other matters things.
5. ~~Library faculty class~~
6. Youth skill day.

1. Anantha Joseph (HOD)

2. Sije Antony

3. Dalbin Dalan

4. Sigma Sathyan

5. Rajin AV

6. Leema George

7. Gibin George

8. Shown Dommen Anil

9. Haarrish Sabu

10. Dr. Bindu George.

11. Remya R

12. Jismun

Anantha

Sije

Dalbin

Sigma

Rajin

Leema

Gibin

Shown

Haarrish

Dr. Bindu

Remya

Jismun

The meeting ~~will~~ start with a short prayer.

* Course file Submission of S4BCA, S2BCA after improvement Exam details is on 31/7/2023. For S2MCA is on 7/8/2023.

* S4 MCA Project Review 2 Completion date is extended to 31/7/2023. Fair Record Submission is on before 6/8/2023. Expecting their university evaluation from 10/8/2023 onwards.

- * TICSAS - Plan enrichment house activities for our ~~Bo~~ students. TICSAS members have to prepare the activity list. ~~and~~
- * Library hours for S3 BCA, S5 BCA. Slight changes may be in their timetable. Will discuss the library hours of our department with librarian.
- * Add on course for MCA 2022 admission has started from 24/7/2023 onwards. For NAAC documentation have to get student's signature in add on register without delay. Get the register from IQAC.
- * Discipline: Without college ID card, hall ticket students are not permitted to exam hall as per the instructions from Father Principal. All the faculty should follow this rule.
If any student is attending the class without college ID card tutors please report it. ~~to~~ ~~the~~ If the tag is submitted to principal office or any other department Faculty please take the necessary follow up.
- * All the faculty should ensure the discipline strictly.
- * Regarding Youth Skill day program ~~for~~ principal got some information that we are not allow students for participation. Father informed to ensure that there is no such friction between

Faculty occurs. Also informed we should not compromise our academics. Practice for different programs to be done in the afternoon session, suggestion from the department is informed to Father principal and Father replied he will consider it.

* There will be a class for faculty on 30th and 31st of July 2023 regarding Library usage. Father principal will give the details officially.

B/K Amitha Joseph
27/07/2023



Report Prepared by:
Ms Amitha Joseph.

Amitha
27/7/2023.

Department Meeting 8/8/2023

Members Present

Shibu Abraham

Divya Jose

Jomol Joy

Treasa Thomas

Seby Abraham

Agenda

1. Onam celebration
2. Discipline of students

Resolutions

1. Suggestions of the members are sought regarding the celebration.
2. Decided to ensure entire participation of the staff and students.
3. Responsibilities are assigned to each faculty.
4. Decided to seek reason for the absence of students.
5. Decided to do the first phase of monitoring at the earliest.

The meeting started at 12:20 and ended at 12:50.

Principal
28/02/2024
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
VAZHITHALA P. O., THODUPUZHA
KERALA, PIN : 685 583



Department Meeting 18/1/2024

Members Present

Shibu Abraham

Divya Jose

Jomol Joy

Treasa Thomas

Seby Abraham

Agenda

1. Arts and sports

2. Success day

3. college day

Offstage programmes will be on 5th & 6th

Onstage programmes will be on 8th & 9th

More than two lot will be 'kalathilakam'.

Appal committee will be formed.

Return back of trophies on 1st Feb.

This time also there will be two wheeler ~~for~~ day

Success day will be on February 1st.

It is decided to conduct the sports on 14, 15, 16, 17 of February.

The date of college day is yet to be decided according to the availability of chief guest.

[Signature]
PRINCIPAL 28/02/2024
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
VAZHITHALA P. O., THODUPUZHA
KERALA, PIN - 685 583



Department Meeting 19/12/2023

Members Present

Shibu Abraham

Divya Jose

Jomol Joy

Treasa Thomas

Seby Abraham

[Handwritten signatures]

Agenda

1. Christmas celebration
2. Students Absence
3. Project
4. Discipline

Resolutions

1. Mrs. Treasa was selected the coordinator of X'mas celebration by lot.
2. Unreasonable absence of students must be checked.
3. The Plan and procedure of the project was dealt with. Guidelines are set.
4. Strict discipline must be maintained.

The meeting started at 10:30 AM
and ended at 10:45 AM.

[Handwritten signature]
28/12/2023

PRINCIPAL
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
VAZHITHALA P. O., THODUPUZHA
KERALA, PIN : 685 583



Department Meeting 31/1/2024

Members Present

Divya Jose

Jamol Joy

Treeda Thomas

Seby Abraham

Divya
Jamol
Treeda
Seby

Agenda

1. Success Day celebration
2. General Discipline

Luncheon break is scheduled from 12.30 - 1.00 p.m.
Students and staff who have prizes
are supposed to be in the corresponding
seats by 1.10 PM.

All the students and faculty members
should be in the auditorium by 1.20.
Strict discipline must be maintained

[Signature]
28/02/2024
PRINCIPAL
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
VAZHITHALA P. O., THODUPUZHA
KERALA, PIN : 685 583



NOTICE

DEPARTMENT MEETING

We have scheduled our weekly department meeting tomorrow at 3.00 P.M (01-03-24) in the department itself.

Agenda :- Academic

Non - Academic

Mr. Prasanth P (HOD)
Mr. Amil Krishna T K
Mr. Midhun P M
Ms. Divya Abhilash

1/3/2024

Agenda

Department Meeting

1. Arts day would be conducted on the 8th and 9th for on-stage events and the 5th and 6th for off-stage events.
2. participant lists shall be given by Jan 25
3. Success Day, honoring achievements of students, would be celebrated on Feb. 1
4. Sports day will be celebrated from 14-17 of February.

prelims - 14 & 15

Final - 16

Athletics - 17th

5. Departments shall form a committee for admission promotion and share their strategies with principal on 22/12.
6. Industrial visits should be conducted prioritizing education value and emphasizing learning experience for knowledge acquisition.
7. Departments are encouraged to explore MoUs for internship opportunities.



7. Teachers should prepared students based on current need of industries for placement purposes.
8. Academic auditing shall be conducted every month by research dean.
9. Budget preparation for next academic shall be done by Department heads.
10. HODs shall submit department heads.
11. HODs shall submit department report for the current academic year by February. Do to the principal.
12. Tutors should ensure the discipline of the students.



Mr. Prasanth. P

Mr. Amil Krishna TK

Ms. Divya Althilash

Mr. Mithun Mordhusochan

HEAD OF THE DEPARTMENT
DEPT. OF ANIMATION AND GRAPHIC DESIGN
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
VAZHITHALA P.O., THODUPUZHA
IDUKKI, KERALA - 685 583

NOTICE

DEPARTMENT MEETING

Minutes of Department meeting held on 22/11/2023

Venue: Psychology Department

Time: 10:30am

Agenda

1. Review of previous department meeting.
2. Actions to be taken for the issues discussed in previous department meeting.
3. To discuss about the need for Ph.D for all faculty members
4. Parents should be informed about the Internal marks
5. Models exams for S1 will start from November second week and portions should be concluded before first week of November.

Ms. Aswathy Murali

HOD

Dept. of Psychology

Faculty Members

1. Ms. Aswathy Murali
2. Ms. Merin Litty John
3. Ms. Theres Shaji
4. Ms. Deepa Joseph

HEAD OF THE DEPARTMENT
DEPT. OF PSYCHOLOGY
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
VAZHITHALA P.O., THODUPUZHA
IDUKKI, KERALA - 685 583

Department of Psychology

Date : 22/11/2023

Time : 10:30 am

Name

① Acwathy Musali

② Menni Litty John

③ Therese Shaji

④ Deepa Joseph

Action plan execution of Previous meeting

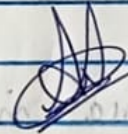
- ① Meeting in the department was conducted to discuss about the CO-PO mapping and it was done in the indirect method.
- ② Discussed and made changes to the question paper pattern
- ③ All the grievance in the paper valuation will be considered with proper measurements.

Topics discussed

- ① Review of Previous department meeting.
- ② Action plan taken for the issues discussed in the previous department meeting.
- ③ All the teachers are supposed to register for Ph.D in the light of NEP.
- ④ Teachers are supposed to inform parents in case of low internal marks.
- ⑤ Model exams for 3 students shall start from the second week of November.
- ⑥ Semester I shall be concluded by the first week of November.

The meeting was conducted on 22nd November, 2023 at 10:30 am in the Psychology department. The department as a whole has taken actions for the issues discussed in the previous department meeting. All the faculty members are supposed to register for Ph.D in the light of NEP. The subject allocation should be done at the earliest by the HOD's. Classes for Semester I should be concluded by the first week of November and the model exams shall start from the second week of November. Teachers are supposed to inform parents in case of low internal marks.

HEAD OF THE DEPARTMENT
DEPT. OF PSYCHOLOGY
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
VAZHITHALA P.O, THODUPUZHA
IDUKKI, KERALA - 685 583

 K.K.

19.10.2023

Venue: Dept of Social Work

Time: 1 pm - 1:30 pm.

Agenda:

Evaluation of rural camp

NAAC

Evaluation of S3 Block Placement

Evaluation of S1 Field work.

Members present:

Ms. Anmol Joy

Ms. Minika Isaac

Mr. Ginto Paulose

Mr. Shini Jose Alex

Ms. Sujia Thomas

Points Discussed:

Department meeting evaluated the rural camp on the basis of components specified by MCI University. Rural camp gives an opportunity to get exposure to the tribal life styles, education status, health and occupational status and social and political status of the tribals. Camp helped the students to have a clear perspective on all these aspects.

NAAC:

As per the feedback from NAAC peer team students have only a vague idea about NAAC, they need to be thorough

about our programme objective, course objective and outcome based education. HOD presentation should cover all aspects of curriculum and extension activities of the department.

All faculty guide should make zoom meetings once in a week to assess the block placement and should recommend suggestions for their improvements. Mutchell of field work report should be sent to the unit as group and daily report should be submitted on 15th November.

Department meeting evaluated SI Field work and we have noticed that many of the students are violating fieldwork norms and not following time schedule prescribed by the college. Monitoring should be made more effective.

Resolution Passed:

P.O, COI and OBE should be communicated thoroughly.

Field work supervising - needs to be very strict after NAAC.

Sys

Sujith Thomas.



Principal
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
VAZHITHALA P. O., THODUPUZHA
KERALA, PIN - 685 583

04/04/2024

Agenda

- 1) NAAC File Auditing
- 2) Field work arrangements
- 3) Field work Presentation
- 4) Consolidated reports

Points Discussed

The department held the meeting to discuss important decisions regarding NAAC file auditing and field work arrangement for 2nd semester BSW and MSW students.

The department meeting decided to conduct a comprehensive review and update of all files and registers as part of NAAC file auditing (College line).

Department meeting planned that faculty members will be assigned ~~specific~~ tasks to review and update the required files and documents in accordance with NAAC guidelines.

Department meeting also planned to replace the concurrent field work with block placement for 2nd semester BSW and MSW students, the decision was made due to time limitations and other problems faced by the students. It was decided to provide block placement for 2nd semester MSW and BSW students from 15th April^{15th} to 30th April (15/04/24-30/04/24).

Department meeting decided to conduct the field work presentation of fourth semester MSW students on 16/04/2024. The students are

required to submit a consolidated report of their fieldwork before 15/04/2024.

Resolutions Passed

1. Decided to replace concurrent field work with block placement for 2nd year and BSc students
2. NAC file review and updation process
3. Decided to conduct field work presentation of Fourth Semester BSc students on 16/04/2024

Members

Prof. Alwin Jose Alex

Prof. Ginto K. Paulose

Prof. Sheeba Rajan

Prof. Ann Mary Babu

Dr. Swapna Jose

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Minutes by
Prof. Alwin Jose Alex



[Signature]
PRINCIPAL
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