



Little Flower Institute of Social Sciences And Health (LISSAH)

Affiliated to the University of Calicut

📍 Kaithapoyil P.O., Kozhikode, Kerala, India- 673 586

☎ (0) 0495 2232085, 2234129
(Dir) 2232164, +91 9400 39 55 00

MINUTES OF MEETING OF IQAC HELD ON 25/05/2021 AT 10:00 AM AT SOCIAL WORK SEMINAR HALL

Agenda 1: Outline curriculum planning and implementation strategies of the academic year 2021-22

The IQAC summarized the activities done for the academic year 2021-22 adhering to the pandemic and social distancing guidelines. Considering the pandemic it has been decided to continue the online and offline mode of education. Decided to continue online classes using Google Class room using LISSAH domain ID. The committee discussed the various curricular plans for the academic year 2021-22.

Agenda 2: Academic calendar

Constituted a committee for the preparation of detailed academic calendar for the AY 2021-22

Agenda 3: Organize international/national Seminars/conferences/workshops.

The committee instructed the departments, Clubs and Cells to organize webinar/seminar/workshops for the coming academic year 2021-22.

Agenda 4: Extension activities

Instructed the departments to conduct extension/extension/community interventions programmes to the nearby society.

Agenda 5: Status of accreditation

IQAC coordinator presented the progress and status of the accreditation process.


Agenda 6: certificate/add on courses.

Instructed the department to start skill/value-based certificate courses of minimum 30-hour duration

The Meeting came to an end at 11:30 AM and following members were present.

- 1 Dr Benny Joseph
- 2 Fr. Niju Thomas
- 3 Fr. Sebin C P
- 4 Mr. Thomas K Immauel
- 5 Mr. Vikas George
- 6 Mr. Subin Varghese
- 7 Ms. Jina Thomas
- 8 Mr. Ebin Sebastian




Dr. Benny Joseph
Principal
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MINUTES OF MEETING OF IQAC HELD ON 30/03/2021 AT 10:30 AM AT SOCIAL WORK SEMINAR HALL

Agenda 1: Webinars

As per the directions from IQAC the institution has conducted the following webinars.

1. Academic Projects and their importance – 08/09/2020 (Computer Science Dept.)
2. Intellectual Property Rights – 23/09/2020 (IQAC)
3. Pathways to Canada – Study/Immigration – 07/10/2020 (Placement cell)
4. Student's startup – 20/10/2020 – (ED Club)
5. Let us turn the pages effectively in virtual classromm-28/11/2020 (Psychology Dept.)
6. AIDS Dos and Don'ts – 01/12/2020 (Psychology dept.)
7. AIDS- Global Solidarity and shared responsibility – 01/12/2020 (Social Work dept.)
8. Human rights week celebration (Social Work dept.)

Agenda 2: Certificate courses:

Received proposals from departments for conducting certificate courses. IQAC evaluated the proposals and given permission to start the courses.

Agenda 3: Offline classes

The IQAC appreciated the institution's effort to conduct offline classes under strict COVID – protocol.

Agenda 4: Examinations

IQAC instructed to conduct University exams during vacation under strict COVID protocol.

Agenda 5: Feedback

IQAC evaluated feedback collected from students and stakeholders and entrusted the principal to take necessary corrective measures.


Agenda 6: Department level accreditation preparation

IQAC reviewed the files received from the departments and suggested certain corrections for improvement.

The meeting came to an end at 11:30 am and the following members were present.

- 1 Dr Benny Joseph
- 2 Fr. Niju Thomas
- 3 Fr. Bobby Augustine
- 4 Mr. Thomas K Immauel
- 5 Mr. Vikas George
- 6 Mr. Subin Varghese
- 7 Ms. Cissa M George
- 8 Mr. Robin C B




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MINUTES OF MEETING OF IQAC HELD ON 06/01/2021 AT 2:30 PM AT SOCIAL WORK SEMINAR HALL

Agenda 1: Online counselling

The cell decided to provide an online counselling facility with the help of the Psychology department. A counselling and psychotherapy cell was inaugurated on 10-10-2020

Agenda 2: Mentoring sessions

Due to the vulnerable situation created by Covid 19 and the inability of the students to attend offline classes the cell suggests conducting class wise online mentoring sessions for boosting the mental health of students.

Agenda 3: Certificate courses

It was proposed to offer some certificate courses to students of a minimum of 30-hour duration. Chairman directed the departments to prepare the syllabus and submit to the IQAC for approval

Agenda 4: SSR preparation

The cell redistributed the criterion charge among the members for SSR preparation. The council formed seven group of teachers as IQAC members in charge of seven criteria for SSR preparation

The meeting came to an end at 3:30 pm and the members present were;

- 1 Dr Benny Joseph
- 2 Fr. Niju Thomas
- 3 Fr. Bobby Augustine
- 4 Dr. Emarson V P
- 5 Mr. Vikas George
- 6 Mr. Subin Varghese
- 7 Ms. Cissa M George
- 8 Mr. Thomas K Emmauel
- 9 Mr. Robin C B



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THE MINUTES OF THE OFFLINE MEETING OF IQAC HELD ON 08-10-2020. AT 2:30 PM IN SOCIAL WORK SEMINAR HALL

Agenda 1: Webinar

IQAC congratulated the departments for conducting the following seminars.

Sl No	Programme Name	Date	Department
1	Is Covid 19 a reset button for Business	21-07-2020	Commerce
2	Life in Pandemic times: Narratives of struggles and survival	20-07-2020	English
3	Cyber securities a Practical Approach	20-07-2020	Computer Science
4	Quantitative and Qualitative research methods	21-07-2020	Psychology
5	LISSOM webinar series	23, 24-07-2020	Social Work
6	Digital Marketing scope and Significance during and after Pandemic	01-08-2020	Journalism
7	National Seminar Competition: Freedom at midnight	13-08-2020	English

Agenda 2: PTA meeting

The committee reviewed the progress of the PTA meeting and instructed the teachers in charge of the class to rectify the problems pointed out by students and parents.


Agenda 3: Department files

The cell reviewed the progress of department level preparation and gave another six points for preparation at department level.

Agenda 4: MOU

all departments should be asked to explore possibilities for collaboration with other institutions which should begin at the earliest.




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Agenda 5: New office for IQAC

Due to the shifting of IQAC office from the old to new block the old administrative office is renovated and converted into new IQAC office.


Agenda 6: suggestions from members

- To conduct webinars from cross cutting issues
- Pointed out the need for website updating
- Reminded to apply for new courses
- Online counselling for students.

The meeting was concluded at 3:30 pm and the following members were present.

- 1 Dr Benny Joseph
- 2 Fr. Niju Thomas
- 3 Fr. Bobby Augustine
- 4 Dr. Emarson V P
- 5 Mr. Vikas George
- 6 Mr. Subin Varghese
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THE MINUTES OF THE OFFLINE MEETING OF IQAC HELD ON 06-07-2020. AT 10:30 AM IN SOCIAL WORK SEMINAR HALL

The Chairperson briefed the meeting about the changes in the education mode with the spread of Covid-19 pandemic. The institution has taken steps to increase online teaching facility by purchasing online platforms like Google Meet and Zoom.

Special training sessions are given for teachers to handle online education. Teachers are using different online platforms for effectively covering their syllabus.

The committee appreciated the efforts taken by the teaching faculty for utilizing the online platforms for teaching learning process

Agenda 1: Reconstitution of IQAC

With the appointment of the new principal IQAC was reconstituted, Dr. Benny Joseph as chairperson and Fr. Niju Thomas as co-coordinator.

Agenda 2: Webinar

The IQAC directed the departments and other curricular and co-curricular committees to organize webinars on relevant topics utilizing online platforms.

Agenda 3 Parent Teacher meeting

IQAC emphasized the need for arranging parent teacher meeting along with students to assess the problems faced by the students by online mode of education. The chairperson requested the staff to conduct class wise online PTA meetings


Agenda 4 Online evaluation

The IQAC informed the departments to keep them prepared about the ways and means in which online education, assessment and teaching was conducted in their departments during Covid 19 pandemic with necessary documentation.

Agenda 5 Department files

IQAC has identified ten points related to assessment and accreditation at department level for preparation. Departments are requested to prepare files on these ten points and are requested to report to IQAC about their progress.




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Agenda 6 Suggestions from members

The members attending the meeting forwarded various suggestions for better performance.

- A spacious separate room for IQAC
- Signboards for all classrooms
- Internet facility must be increased
- A department representative for co coordinating assessment activities

The meeting came to an end at 12:45 pm and the following members were present

- 1 Dr Benny Joseph
- 2 Fr. Niju Thomas
- 3 Fr. Bobby Augustine
- 4 Dr. Emarson V P
- 5 Mr. Vikas George
- 6 Mr. Subin Varghese
- 7 Ms. Cissa M George
- 8 Mr. Thomas K Emmauel
- 9 Mr. Robin C B
- 10 Mr. Ebin Mathew



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