



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

Meeting Minutes of Internal Quality Assurance Cell Meeting

Date: May 26, 2023

Present:

1. Dr Benny Jospheh
2. Fr Niju Thalachira CST
3. Fr Sebin Chirammel CST
4. Mr Subin Varghese
5. Dr Vincy Abraham
6. Ms Jina Thomas
7. Mr Vikas George
8. Mr Thomson K Emmanuel
9. Mr Ebin Sebastian

Agenda

1. Prepare academic calendar for next year:

The IQAC discussed the proposed academic calendar for the upcoming year and made several suggestions for improvement. The group agreed to finalize the calendar by the end of the month and submit it to the Dean for approval.

2. Prepare master timetable for next semester:

The IQAC reviewed the draft master timetable for the upcoming semester and made several recommendations for changes. The group agreed to finalize the timetable by the end of the week and submit it to the Dean for approval.

3. Develop new system for department plans and course files:

The IQAC discussed the need for a new system to manage department plans and course files. The group agreed to develop a proposal for a new system and present it to the Dean for approval by the next meeting.

4. Plan orientation program for new students:

The IQAC discussed the upcoming orientation program for new students and made several suggestions for improvement. The group agreed to finalize the program by the end of the month and submit it to the Dean for approval.

The meeting concluded with a commitment to enhancing the overall quality of the institution and ensuring the well-being and satisfaction of students and staff.



✉ mail@lissah.com



Dr. Benny Joseph
Principal

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Meeting Minutes of Internal Quality Assurance Cell Meeting Date: February 20, 2023

Present:

1. Dr Benny Jospheh
2. Fr Niju Thalachira CST
3. Fr Sebin Chirammel CST
4. Mr Subin Varghese
5. Dr Vincy Abraham
6. Ms Jina Thomas
7. Mr Vikas George
8. Mr Thomson K Emmanuel
9. Mr Ebin Sebastian

Agenda

(1) Feedback Collection and Analysis:

Chairperson, Dr Benny Jospheh, opened the meeting by emphasizing the importance of feedback collection and analysis for continuous improvement. Mr Vikas George reported on the progress of feedback collection mechanisms and highlighted the need for a detailed analysis of the collected data. The committee agreed to prioritize this and requested a comprehensive report at the next meeting.

(2) Purchase of Interactive Panel:

Fr Niju Thalachira CST presented a proposal for purchasing interactive panels to enhance classroom engagement and learning experiences. The committee approved the purchase and allocated funds for the procurement. Fr Sebin Chirammel CST was tasked with coordinating the acquisition process.

(3) Additional Parking Facility:

Mr Thomson K Emmanuel raised the issue of insufficient parking space for students and teachers. The committee discussed potential solutions and decided to explore options for additional parking facilities. Fr Sebin Chirammel CST was assigned to lead this initiative.

(4) Additional CCTV for Security Purposes:

Mr Ebin Sebastian presented concerns regarding security and suggested the installation of additional CCTV cameras. The committee agreed to enhance security measures and allocate funds for additional cameras.

(5) Expansion of Library Collection:

Ms Jina Thomas discussed the need for expanding the library's collection to meet the growing demands of students and faculty. The committee approved the proposal and allocated a budget for the acquisition of more books and resources.




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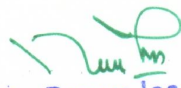
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(6) Conduct Merit Day:

Dr Benny Jospheh proposed organizing a Merit Day to recognize and celebrate outstanding students and faculty members. The committee enthusiastically endorsed the idea and requested Mr Vikas George to form a planning committee to coordinate the event.

The meeting concluded with a commitment to enhancing the overall quality of the institution and ensuring the well-being and satisfaction of students and staff.




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Meeting Minutes of Internal Quality Assurance Cell Meeting

Date: December 14, 2022

Present:

1. Dr Benny Jospheh
2. Fr Niju Thalachira CST
3. Fr Sebin Chirammel CST
4. Mr Subin Varghese
5. Dr Vincy Abraham
6. Ms Jina Thomas
7. Mr Vikas George
8. Mr Thomson K Emmanuel
9. Mr Ebin Sebastian

Agenda

(1) Internal Exam in OBE (Outcome Based Education):

Chairperson, Dr Benny Jospheh, initiated a discussion on conducting internal exams in accordance with Outcome Based Education (OBE) principles. It was agreed that faculty would be responsible for aligning assessments with course outcomes and that the IQAC would provide support in terms of resources and training.

(2) ERP Solutions Implementation and Faculty Orientation:

Mr Thomson K Emmanuel presented the agenda regarding the implementation of ERP solutions and the need for faculty orientation on the same. Mr Melbin Thomas was assigned to coordinate the implementation process, and faculty orientation sessions will be organized in collaboration with the IT department.

(3) Orientation on Attainment of Course Outcomes:

Dr Benny Jospheh suggested organizing orientation sessions to help faculty better understand and achieve course outcomes. These sessions will be conducted regularly to ensure continuous improvement in teaching and assessment practices.

(4) More Webinars/Seminars on Course Outcome, Programme Outcomes, OBE, and NEP:

Dr Vincy Abraham proposed the organization of additional webinars and seminars on various aspects of Outcome Based Education, including Course and Programme Outcomes and the National Education Policy (NEP). The committee supported this proposal and tasked Mr Vikas George with planning and scheduling these events.

(5) Faculty Development Program (FDP) for Staff:

Ms Jina Thomas presented the idea of conducting a Faculty Development Program (FDP) for staff to



Benny Jospheh
Dr. Benny Jospheh
Principal

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KAITHAPOYIL, K

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enhance their teaching and research skills. The committee approved this proposal and allocated resources for the FDP.

(6) Memorandum of Understanding (MoU) with Other Institutions/Industries:

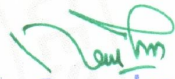
Mr Vikas George discussed the importance of forming MoUs with other educational institutions and industries to foster collaboration. The committee agreed to explore potential partners and directed Ms. [Member 6's Name] to initiate the process.

(7) Expansion of Extension Activities of LISSAH College:

Dr Vincy Abraham presented plans to expand the extension activities of LISSAH College. The committee endorsed this initiative and encouraged active participation from faculty and students.

The meeting concluded with a commitment to enhancing the quality of education and institutional collaborations. The next meeting will be scheduled in one month to review progress on the action items.




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Meeting Minutes of Internal Quality Assurance Cell Meeting Date: September 19, 2022

Present:

1. Dr Benny Joseph
2. Fr Niju Thalachira CST
3. Fr Sebin Chirammel CST
4. Mr Subin Varghese
5. Dr Vincy Abraham
6. Ms Jina Thomas
7. Mr Vikas George
8. Mr Thomson K Emmanuel
9. Mr Ebin Sebastian

Agenda

(1) New ERP Software Implementation - Embase:

Chairperson, Dr Benny Joseph, initiated the discussion on the implementation of the new ERP software, Embase. Mr Thomson K Emmanuel and Mr Subin Varghese were assigned as coordinators to oversee the implementation process. They will work closely with the IT department and report progress to the IQAC.

(2) Drug Awareness Campaigns with Local Self Government Departments (Grama Panchayaths):

Dr Vincy Abraham presented a proposal to conduct drug awareness campaigns in collaboration with local Grama Panchayaths. The committee agreed to support this initiative and suggested involving students to actively participate in these campaigns.

(3) Expansion of Smart Classrooms:

Mr Vikas George emphasized the need for more smart classrooms equipped with smart televisions to enhance the teaching-learning experience. The committee approved the proposal and allocated a budget for the expansion.


(4) Review of LISSAH School Clinic:

Ms Jina Thomas presented a detailed review of the LISSAH School Clinic's performance and its psychological therapeutic sessions. The committee acknowledged the positive impact and recommended continued support for these extension activities.

(5) Department Files Preparation for NAAC:

Dr Benny Joseph discussed the importance of preparing department files for the upcoming NAAC accreditation. Each department head was assigned the responsibility of ensuring all necessary documents are in order.




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(6) Online Certificate Course in Counselling

Ms Jina Thomas proposed the introduction of an Online Certificate Course in Counselling. The committee agreed to explore the feasibility and market demand for such a course.

(7) Online Certificate Course in Cyber Security:

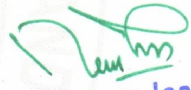
Mr Vikas George introduced the idea of offering an Online Certificate Course in Cyber Security. The committee expressed interest in this proposal and tasked Ms. [Member 6's Name] with developing a detailed plan.

(8) Placement Training for Fifth Semester Students:

Mr. Subin Varghese presented a plan for placement training for fifth-semester students. The committee approved the proposal and allocated resources for organizing the training sessions.

The meeting concluded with a commitment to furthering the institution's quality assurance initiatives.




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MINUTES OF THE IQAC MEETING

Date: June 19, 2022

Time: 3.30 pm

Attendees:

1. Dr Benny Jospheh
2. Fr Niju Thalachira
3. Fr Sebin Chirammel CST
4. Mr Subin Varghese
5. Dr Vincy Abraham
6. Ms Jina Thomas
7. Mr Vikas George
8. Mr Thomson K Emmanuel
9. Mr Ebin Sebastian

Agenda:

1. Reconstitution of IQAC

The meeting commenced with a discussion on the reconstitution of the Institutional Quality Assurance Cell (IQAC) and unanimously approved Subin Varghese as the new IQAC Coordinator. Subin Varghese has accepted this responsibility and will lead IQAC's efforts in ensuring the quality enhancement of academic and administrative activities within the institute.


2. Introduction of More Seminar/Webinar on IPR, Research Methodology, and Entrepreneurship

The IQAC acknowledged the importance of intellectual property rights (IPR), research methodology, and entrepreneurship in enhancing the knowledge and skills of the students. It was decided to introduce additional seminars and webinars on these topics to provide students with opportunities for holistic learning and skill development.

3. Induction Programme for Newcomers of the Institute

The meeting recognized the need for an effective induction program to orient newcomers to the institute's culture, resources, and academic expectations. The IQAC will collaborate with relevant departments to design and implement an informative and engaging induction program.




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4. Commencement of Competitive Examination Preparation

The IQAC approved the commencement of competitive examination preparation classes under the guidance of Mr. Balasubramaniam. These classes will aid students in their preparation for competitive exams and enhance their competitive edge in various fields.

5. Conducting Internal Examinations in OBE

The meeting discussed the implementation of internal examinations within the Outcome-Based Education (OBE) framework. This move aims to assess students' understanding and progress more effectively and aligns with the institute's commitment to quality education.

6. Collection of Programme Reports Online Using Google Forms


The IQAC recognized the need for efficient data collection methods and decided to use Google Forms to collect program reports from departments. This digital approach will streamline data gathering and analysis, facilitating better decision-making.

7. Strengthening Activities of School Clinic to Nearby Schools

The IQAC emphasized the importance of community engagement and decided to strengthen the activities of the school clinic to benefit nearby schools. This initiative will promote healthcare access and well-being in the local community.

Adjournment: The meeting was adjourned at 5.00 pm




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