

## Minutes of the IQAC meeting held on 02-06-2022 at 02.00 PM

Date: 02-06-2022

Time: 02:00 PM

Venue: IQAC Room

### Agenda:

- Review the minutes of the previous IQAC Meeting held on 15-03-2022
- AQAR completion and submission
- Academic and administrative audit (2021-22) and suggest improvements.
- Updation of policy documents.
- College activities and its updation on website
- Finalizing academic calendar.
- New academic year plan and the innovative process adopted.
- IQAC initiatives for the academic year.
- Student induction programme and value-added courses.
- Implementation of the initiatives in view of NEP 2020.
- Evaluation of feedback from stakeholder.
- MoU's signed.

### Members Present

Dr. Jessy N C – Principal  
Dr. Veena Appukuttan - Co-ordinator  
Dr. Prasanth Mathew, Vice Principal  
Dr. Rekha K.R. – Associate Professor in English  
Minimol Simon - Office Superintendent  
Rev. Fr. Joy Kattiyankal-Pro Manager  
Dr. T. M. Joseph -Educational Expert  
Nithin Nangoth, Alumni Representative  
Sri. Cyriac Abraham, PTA representative  
Sri. Hrishikesh Babu M C., Student representative

*\*Note: Members of the committee who were present in the meeting signed in the Minutes Book maintained by IQAC.*

### Minutes

- Minutes of the last meeting conducted on 15-03-2022 were readout with formal discussion. Actions taken for all the initiatives were reviewed.

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- Presented the progress of AQAR works of 2021-22. Works were allotted as per the existing schedule and were properly monitored.
- Academic and administrative audit (2021-22) of all departments were conducted. Reviewed last year academic audits. Discussions were held on academic and administrative audits (2022-23) of all departments and its implementation.
- Policy documents were updated for the current year, incorporating revised policy initiatives.
- Analyzed the website updation with current college activities. It was decided to make the website more lively with all relevant data.
- Academic calendar for the year 2022-23 was finalized.
- Decided to continue the quality initiatives practiced. In addition to it is decided to update students' IQAC.
- IQAC Co-Ordinator presented the IQAC initiatives and reviewed the following initiatives
  - Student Induction programme.
  - Academic Collaboration
  - Stake holder feedback and Action taken report
  - Strengthening teaching learning and evaluation of SSR preparation works.
- Discussed the conduct of student Induction Programme for the new batch and also the value-added courses for this academic year.
- Various initiatives like research and development activities, accreditation, Industry institution linkages, MoU's etc. which can be taken in the institution for the effective implementation of NEP were discussed.
- It is intimated to analyze the feedback collected during last year from all stakeholders.
- IQAC ensured that the decided activities are carried out as per the terms and conditions of functional MoU's.

### Action Taken Report

- IQAC decided to speed up the works of AQAR and to complete it at the earliest.
- IQAC decided to conduct the Academic and Administrative Audit properly by the end of the academic year.
- Updated the policy documents as per the current requirements.
- IQAC entrusted the website committee to update the website periodically incorporating all programmes.
- Finalised the academic calendar and forwarded it to the committee for printing.
- Finalized new academic year plan and decided to organize cultural exchange programme in association with St. Joseph Training college, Mysore.

  
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- The value-added courses were updated with proper evaluation tools.
- The way to implement NEP at the institutional level is intimated to the governing body for further clarification.
- All the collected feedbacks were analyzed and proper actions were taken.
- Assigned the responsibilities of keeping the MOUs functional to the extension committee.



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## Minutes of the IQAC meeting held on 10-10-2022 at 03.00 PM

Date: 10-10-2022

Time: 3.00 pm

Venue: IQAC room

### Agenda:

- Submitted AQAR and its review
- Mid semester plan and mid-course correction
- AISHE data collection
- AAA for the year 2022-23
- Current year academic and outreach activities
- Updation of value added courses
- Semester feedback collection and analysis
- Conduct of IPR awareness programme.
- Estimating the quality of student support activities.
- Updation of student IQAC
- Preparation of AQAR 2021-22.

### Member Present

1. Dr.Jessy N C – Principal
2. Dr.Veena Appukuttan - Co-ordinator
3. Dr. Prasanth Mathew, Vice Principal
4. Dr. Rekha K.R. – Associate Professor in English
5. Dr. Sinoj Joseph- Assistant Professor in Physical Education
6. Minimol Simon - Office Superintendent
7. Rev. Fr. Joy Kattiyankal-Pro Manager
8. Sri. Cyriac Abraham, PTA representative
9. Sri. Hrishikesh Babu M C., Student representative


*\*Note: Members of the committee who were present in the meeting signed in the Minutes Book maintained by IQAC.*

### Minutes:

- The AQAR 2020-21 had been submitted and the members shared the review of the same. It is decided to strengthen the ICT initiatives and research activities to fill the gaps in the AQAR.

  
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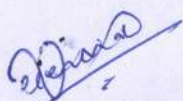


  
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- As it was the mid of the academic year it is decided to update the curricular plan and all are requested to submit the mid course correction plan to the IQAC.
- For the survey of AISHE it was decided to start the data collection for the year 2021-22.
- It is decided to conduct academic and administrative audit at the end of the academic year preferably on a convenient date in February/March.
- Issues related to academic and outreach activities were discussed and possibilities to overcome challenges were considered. Outcome of extension and outreach activities were discussed based on UN-SDGs.
- Updation of Research and value added course was discussed and decided to update the syllabus of the value added course.
- It is decided to conduct quality audits and update the procedure of quality audits.
- Semester and feedback were collected and made necessary arrangements for it's analysis.
- It is decided to conduct an IPR awareness programme for academic benefit and for the updation of the research activities of the college.
- It is decided to make the student support activities active. A questionnaire for collecting the feedback was generated and provided student support according to their need.
- Updation of student IQAC. The reconstitution of IQAC was done.
- Preparation of AQAR 2021-22 and SSR preliminary works were started. Teachers were given the responsibility of each criterion and supporting documents.

### Action Taken Report

- As per the review of the submitted AQAR for strengthening the ICT facilitates in the campus, it is decided to update the software of the interactive boards in each classroom.
- Intimated all teachers to submit revised curricular plan and mid-course correction plan before 31<sup>st</sup> October to IQAC.
- Data was collected for AISHE 2021-22 survey.
- Continued the implementation of UN-SDGs through curricular extension and outreach activities.
- Updation of syllabus of research and value-added courses were finalized and rest of the duties were assigned to staff Co-Ordinator's.
- Analysed the semester feedbacks and actions were carried out to meet the requirements of the students.
- Student IQAC was re-constituted considering the learner needs.
- Started the data collection process for the preparation of AQAR. Began to prepare the supporting documents for SSR uploading.

  
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## Minutes of the IQAC meeting held on 20-03-2023 at 3.00 PM

Date: 20-03-2023

Time: 3.00 pm

Venue: IQAC room

### Agenda:

- Review of the activities so far organized.
- AQAR data collection (2021-22) and SSR Preparation.
- Result analysis
- Institutional achievements
- Evaluating IQAC activities
- Future plans for the academic year 2023-24
- Approval of the certificate of value added courses.
- Value-added courses for the next academic year
- Career Guidance and Placement Activities.
- Academic calendar (2023-24) draft presentation and approval of Academic plan

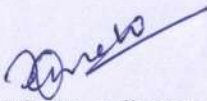
### Members Present

1. Dr. Jessy N C – Principal
2. Dr. Veena Appukuttan - Co-ordinator
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5. Dr. Sinoj Joseph- Assistant Professor in Physical Education
6. Minimol Simon - Office Superintendent
7. Rev. Fr. Joy Kattiyankal-Pro Manager
8. Sri. Cyriac Abraham, PTA representative
9. Sri Biju Puthussery., Local representative
10. Ms. Aiswarya KC., Student representative

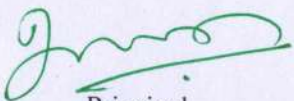
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### Minutes:

- Activities organized so far were reviewed and major challenges were discussed.
- Reviewed the conduct of value-added course and its certificate were submitted for discussions and approval.

  
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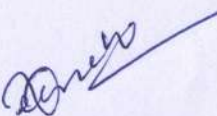


  
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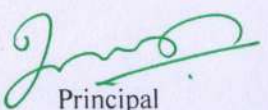
- Published semester results were analysed and it was found that compared to previous year the results were improved. The meeting discussed the need to allot extra hours for tough subjects as per the requirements of the students.
- It is decided to organize career guidance and placement activities. Institution has linkages with corporate management schools and other private schools and agencies for placement activities.
- Institutional achievements were analyzed and motivate the staff to excel in the field of research, academic projects and publications.
- Brief overview of the activities conducted under IQAC were presented. It is decided to strengthen the use of LMS and ILMS in both academic and administrative area.
- IQAC has identified the areas that the college strive to achieve during the next year. It recommends the continuous upgradation and updation to achieve excellence in all areas including library resources, ICT facilities, extension and out reach activities etc.
- Future plan for 2023-24 were discussed on the basis of the draft academic calendar. Decided to submit the academic plan 2023-24 in the Governing Body meeting for approval.

#### Action Taken Report

- On the basis of the review, activities were revised as per the policy updations. A strict monitoring was implemented in the area of documents preparations.
- It was found that value added course were conducted smoothly by the staff coordinators, committee approved the format of value added course certificate.
- Semester results were analysed and actions were taken to mentor the low achievers as they scored less marks in university examination.
- Scheduled a career guidance interaction with our international alumnus. Organised interactive sessions with other job providers.
- Motivated the staff to attend more extension, out reach and other teacher orientation programmes.
- In order to become more familiar with LMS and ILMS, orientation classes were scheduled.
- Upgradation of the facilities like library, ICT materials, other Physical infrastructure were finalized. Decided to use LMS and ILMS for smooth functioning of academic and administrative audits.
- Approved draft academic calendar and academic plan.

  
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