

Minutes of the IQAC meeting

Date: 02-06-2023
Time: 02:00 PM
Venue: IQAC Room

Agenda:

- Overview of the IQAC activities of the last academic year 2022-23
- Completion of AQAR 2021-22
- Preparation of SSR
- Academic and administrative audit
- Academic calendar-2023-24
- New academic year plan and the innovative process adopted.
- IQAC initiatives for the academic year.
- Student induction programme, bridge course and value-added courses.
- Initiatives for UN-SDGs
- Evaluation of feedback from stakeholders.

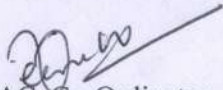
Member Present

Dr. Jessy N C – Principal
Dr. Veena Appukuttan - Co-ordinator
Dr. Prasanth Mathew, Vice Principal
Dr. Rekha K.R. – Associate Professor in English
Dr. Sinoj Joseph- Assistant Professor in Physical Education
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 Biju Puthussery., Local representative
Aiswarya K., 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 20-03-2023 were readout with formal discussion. IQAC Resource team visited Malabar Training college, Peravoor and SUM B.Ed college, Mamba, Muzhappala. The meeting appreciated this initiative as Institution's mentoring support. Action taken for all the initiatives were reviewed.
- Evaluated the progress of AQAR works of 2021-22 and the uploading documents preparations. It was decided to upload the AQAR in July.


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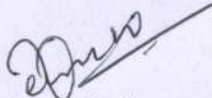



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- A briefing of the last year Academic and administrative audit (2022-23) was done. It is decided to conduct AAA of all departments at the end of the academic year. The Audit committee is instructed to audit department level files and prepared it's reports.
- Academic calendar for the year 2023-24 was finalized and it is ready for printing.
- Decided to continue the quality initiatives practiced and decided to add more initiatives like hands on training programmes for staff and students.
- IQAC coordinator presented the last year IQAC initiatives and meeting reviewed the following initiatives and it's outcomes.
 - 1) Student Induction programme based on UN -SDGs.
 - 2) Academic Linkages
 - 3) Stake holder's feedback and Action taken report
 - 4) Strengthening teaching, learning and evaluation
 - 5) SSR preparation works.
- Discussed the conduct of student Induction Programme and bridge course for the new batch and also the value-added courses for this academic year.
- It is decided to continue the practice of analyzing the feedback collected during last year from all stakeholders.

Action Taken Report

- IQAC decided to complete the AQAR in July.
- IQAC decided to conduct the Academic and Administrative Audit and prepare it's report by the end of the academic year.
- Printed the finalised academic calendar.
- Finalized new academic year plan as per the academic calender and decided to organize academic exchange programmes and pre -internship orientations for internship.
- The value-added courses were updated with it's syllabus and with new evaluation techniques.
- The way of implementing UN -SDGs is decided to continue and it should reflect in all institutional activities.
- All the collected feedbacks were analyzed and proper actions were taken to improve institutional functioning.


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Minutes of the IQAC meeting

Date:03-10-2023

Time: 3.00 pm

Venue: IQAC room

Agenda:

- Submitted AQAR and its review
- Mid semester plan and mid-course correction
- Preparation of SSR
- AISHE data collection
- Semester feedback, pre-internship feedback collection and analysis
- Estimating the quality of student support activities.
- Updation of student IQAC

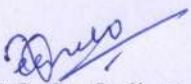
Member Present

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


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Minutes

- The AQAR 2021-22 was submitted and the members shared the review of the same. It is decided to strengthen the research activities and efforts be made to have more research funds and publish papers in approved journals.
- 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 2022-23.
- It is decided to conduct quality audits and update the procedure of quality audits.


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- Semester feedbacks and internship feedbacks were collected and made necessary arrangements for it's analysis.
- It is decided to activate the student support services. A questionnaire for collecting the feedback was generated and provided student support according to their need.
- It is decided to update the student IQAC.
- Preparation of SSR and IIQA preliminary works were started.

Action Taken Report

- As per the review of the submitted AQAR, strengthening of research activities were given the priority . It is decided update the software of the interactive boards in each classroom with RUSA PROJECT.
- Intimated all teachers to submit revised curricular plan and mid-course correction plan before 31st October to IQAC.
- Data was collected for AISHE 2022-23 survey.
- Continued the implementation of UN-SDGs through curricular extension and outreach activities.
- Analysed the semester feedbacks, internship feedback etc. and actions were carried out to meet the requirements of the students.
- Student IQAC was re-constituted with different committees for document preparation.
- Started the data collection process for the preparation of SSR and the supporting documents for SSR uploading.



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Minutes of the IQAC meeting

Date: 22-12-2023
Time: 3.00 pm
Venue: IQAC room

Agenda:

- Scrutiny of SSR metrics and Documents
- IIQA Submission
- Website Updation

Member Present

Dr. Jessy N C – Principal
Dr. Veena Appukuttan - Co-ordinator
Dr. Prasanth Mathew, Vice Principal
Dr. Rekha K.R. – Associate Professor in English
Dr. Sinoj Joseph- Assistant Professor in Physical Education
Smt. Deepa John, College Librarian
Rev. Fr. Joy Kattiyankal-Pro Manager
Nithin Nangoth, Alumni Representative
Sri. Sunny C A., PTA Representative
Sri Biju Puthussery., Local representative
Aneetta Biju., Student Representative


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Minutes

- It is decided to verify the QnM's and QIM's of SSR and supporting documents.
- It is decided to submit the IIQA by the first week of January. IQAC will monitor the NAAC guidelines issued from time to time and will act accordingly.
- It is decided to update the Website in view of SSR and it's documents uploading.

Action Taken Report:

- Both QnM and QIM Metrics and documents were verified. Necessary modifications were made.
- Members discussed various issues related with IIQA/ SSR submission and suggested measures for the overall development of the college.
- The website committee prepared a proposal for the updation of the website. As per that proposal website team started the works of the website.


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Minutes of the Internal Quality Assurance Cell Meeting on 24-01-2024

Date: 24-01-2024

Time: 03:30 PM

Venue: IQAC Room

Agenda:

- ❖ Review of previous Meeting Minutes
- ❖ Status Update on IIQA Approval
- ❖ Discussion on Document Compilation
- ❖ Assigning Responsibilities for final review of Documents
- ❖ Strategies for facility updation
- ❖ Approval of draft SSR
- ❖ Any other Matter with the permission of the chair

Members Present:

Dr. Jessy N C, Prinicpal

Dr. Veena Appukuttan, Co-Ordinator

Dr. Prasanth Mathew, Vice Prinicpal

Dr. Rekha K R, Associate Professor in English

Dr. Sinoj Joseph, Assistant Professor in Physical Education

Fr. Joy Kattiyankal, Pro Manager

Sri. Sunny C. E PTA, Representative


Sri. Nithin Nangoth, Alumni Representative

Ms. Aneetta Biju, Student Representative

Note: Members of the committee who were present in the meeting signed in the Minute Book maintained by the IQAC

Minutes

- The principal welcomed all members and shared the happiness of the approval of IIQA, and emphasized the importance of timely submission of the Self Study Report
- The minutes of the previous meeting were reviewed and approved by the members.
- IQAC Co-ordinator detailed the update on progress of the SSR preparation,
- Sections completed include Institutional Information, Criteria I (Curricular Aspects), to Criterion VI (Governance, Leadership and Management) Criterion VII still in progress.

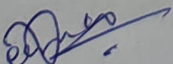

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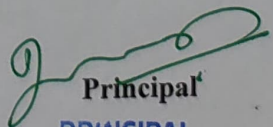
- IQAC members highlighted the challenges faced in document compilation particularly in the areas of competency and skill development. Discussed strategies for the easy and accurate collection of document from various departments.
- The need for a thorough review of the draft SSR was emphasized to ensure completeness and accuracy.
- Responsibilities were assigned for the final review of each criterion to specific faculty members.
- Discussed the gaps identified during the SSR preparation, including areas which need improvement like campus development and student support and proposed some strategies.
- The draft SSR was presented for approval.
- Members provided feedback and suggested some revisions.
- Members suggested a mock peer review session to prepare for the accreditation visit
- Discussed the need for a communication plan to inform all stakeholders about the accreditation process and SSR submission.

The meeting concluded with summarising the importance of collective effort in ensuring a high-quality SSR submission.

Action Taken Report

- ❖ A timeline was set for the completion of the remaining metrics of criteria VII.
- ❖ IQAC instructed vice principal to assist for the document compilation of Metric 2.4.
- ❖ To facilitate easy document compilation, it is decided to use Google Drive for data storage.
- ❖ Assigned duties to the respective criteria in charge faculty for SSR file completion.
- ❖ Developed a detailed plan to address campus development and the responsibility was given to Dr. Sinoj Joseph
- ❖ Approved the Draft SSR with suggested revisions.
- ❖ Agreed to organise a mock peer review session after the submission of SSR.
- ❖ Planned a communication plan to engage stakeholders and to update the College website.


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Minutes of the Internal Quality Assurance Cell Meeting on 15-03-2024

Date: 15-03-2024
Time: 11:00 AM
Venue: IQAC Room

Agenda:

- ❖ Welcome and Opening Remarks
- ❖ SSR Submission
- ❖ Awareness Campaign for Student Satisfaction Survey (SSS)
- ❖ Academic Administrative Audit
- ❖ Any other matter with the permission of the chair

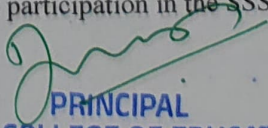
Members Present:

Dr. Jessy N C, Principal
Dr. Veena Appukuttan, Co-Ordinator
Dr. Prasanth Mathew, Vice Principal
Dr. Sinoj Joseph, Assistant Professor in Physical Education
Fr. Joy Kattiyankal, Pro Manager
Sri. Sunny C. E., PTA, President
Sri. Nithin Nangoth, Alumni Representative
Ms. Aneetta Biju, Student Representative

Note: Members of the committee who were present in the meeting signed in the Minute Book maintained by the IQAC

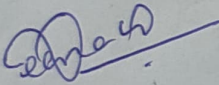
Minutes:

- The principal welcomed all members and acknowledged the hard work and dedication of the team in the preparation and of the Self Study Report (SSR).
- IQAC Co-ordinator shared the happiness of the successful uploading of the SSR.
- The principal expressed gratitude to all for their contributions to this significant milestone. It is decided submitted SSR on 15-03-2024.
- The members emphasized the importance of giving an awareness about Student Satisfaction Survey (SSS) and to raise awareness and ensure maximum student participation in the SSS.
- Decided to conduct AAA in the last week of May.

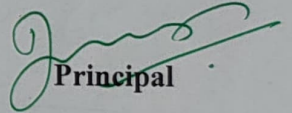

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Action Taken Report

- ❖ The SSR was officially submitted on 15-03-2024.
- ❖ Staff members started the preparation for DVV process.
- ❖ Preparations for AAA are underway.
- ❖ An awareness session was conducted to inform and encourage students to participate in the SSS and an announcement was given to students for the same through WhatsApp.



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Minutes of the Internal Quality Assurance Cell on 09-05-2024 (online)

Date:09-05-2024

Time: 07:00 PM

Platform: Google Meet

Agenda:

- ❖ Welcome and Opening Remarks
- ❖ Preparation and Submission of Data Validation and Verification (DVV)
- ❖ Any other Matter with the permission of the chair

Member Present:

Dr. Jessy N C, Prinicpal

Dr. Veena Appukuttan, Co-Ordinator

Dr. Prasanth Mathew, Vice Prinicpal

Dr. Rekha K R, Associate Professor in English

Dr. Sinoj Joseph, Assistant Professor in Physical Education

Fr. Joy Kattiyankal, Pro Manager

Sri. Sunny C. E , PTA, President

Sri. Nithin Nangoth, Alumni Representative

Ms. Aneetta Biju, Student Representative

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Minutes

- The principal welcomed all members and acknowledged their participation in the meeting.
- IQAC Co-ordinator, provided an update on the preparation of the Data Validation and Verification (DVV) documents.



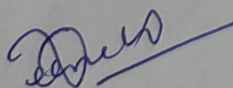
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- The detailed checklist for the DVV process was reviewed, and responsibilities were assigned to ensure accurate and timely submission.
- Emphasized the importance of precise documentation to facilitate smooth DVV process.
- Highlighted the key areas requiring special attention during the preparation of DVV documents, such as data on extension and outreach activities.
- Discussed the need for continuous monitoring of the accreditation process and timely response to any additional information requests from the agency.

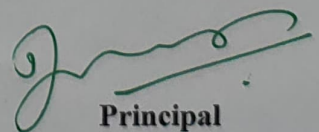
The meeting concluded with a vote of thanks from the principal, appreciating the team's collective effort and dedication.

Action Taken Report

- ❖ The DVV documents were prepared collaboratively by the IQAC members.
- ❖ The DVV was successfully submitted.
- ❖ Decided to monitor and respond to any further communication from the accreditation agency.



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