

Minutes of the Internal Quality Assurance Cell Meeting on 03-06-2024

Date:03-06-2024
Time: 11:00 AM
Venue: IQAC Room

Agenda:

- ❖ Preparation for NAAC Peer Team Visit
- ❖ Review of the Previous Meeting's Minutes
- ❖ Discussion on Feedback from Stakeholders
- ❖ Briefing of the Academic Audit 2023-24
- ❖ Strategies to improve Student Support Services
- ❖ Enhancing Research and Development Activities
- ❖ Finalisation of Academic Calendar 2024-25
- ❖ Any other Matter with the permission of the chair

Member Present:

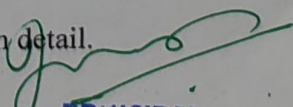
Dr. Jessy N C, Prinicpal
Dr. Veena Appukuttan, Co-Ordinator
Dr. Prasanth Mathew, Vice Principal
Dr. Sholy Joseph K, Associate Professor in Mathematics
Dr. Sinoj Joseph, Assistant Professor in Physical Education
Fr. Joy Kattiyankal, Pro Manager
Dr. T. M. Joseph, Educational Expert
Sri. Sunny C. E PTA Representative
Sri. Nithin Nangoth, Alumni Representative
Sri. Biju Puthussery, Local 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 preparations for the NAAC Peer Team Visit was discussed in detail.

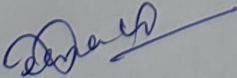



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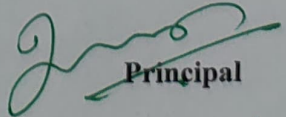
- Departments were instructed to finalize their documents by the end of June 2024.
- It was decided that mock visit will be conducted in July 2024 to ensure readiness.
- The Minutes of the previous meeting held 09-05-2024 were read and approved.
- The feedback received from student, faculty, and alumni etc. were analyzed.
- Issues such as the need for more field exposure and enhanced e-learning facilities were highlighted.
- IQAC Co-ordinator briefed the Academic Administrative Audit and discussed the feedback with each department.
- Counselling services and the starting of Jeevani counselling cell was discussed.
- It was agreed to conduct workshops on soft skills and digital updation..
- Ways to increase research funding and foster collaborations with other institutions were discussed.
- A draft of the Academic Calendar for the year 2024-25 was presented.
- It was decided to finalize the calendar by 15-06-2024 after incorporating suggestions from all departments.
- IQAC member, Dr. Rekha K R. retired on 31-05-2024. Dr. Sholly Joseph K., Associate Professor in Mathematics is added as the member instead of Dr. Rekha K. R.

Action Taken Report

- ❖ Departments have been briefed on the requirements and deadlines
- ❖ Mock visit is being scheduled for 04th July 2024.
- ❖ The Minutes were confirmed and circulated to all members
- ❖ Enhanced E-Learning facilities.
- ❖ Planning for the next year Academic Audit was started
- ❖ Jeevani counselling service will start soon.
- ❖ The workshop on soft skills is scheduled for second year students
- ❖ Research funding opportunities have been communicated to faculty.
- ❖ Suggestions from various departments are being incorporated
- ❖ The final version of the Academic Calendar will be ready by 15-06-2024


IQAC Co-ordinator




Principal
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Minutes of the Internal Quality Assurance Cell Meeting on 06-08-2024

Date: 06-08-2024
Time: 3.00 PM
Venue: IQAC Room

Agenda:

- ❖ Pre-qualification Passed
- ❖ Discussion on Peer Team Visit and Preparations

Member Present:

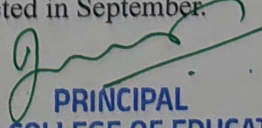
Dr. Jessy N C, Principal
Dr. Veena Appukuttan, Co-Ordinator
Dr. Prasanth Mathew, Vice Principal
Dr. Sholy Joseph K, Associate Professor in Mathematics
Dr. Sinoj Joseph, Assistant Professor in Physical Education
Fr. Joy Kattiyankal, Pro Manager
Sri. Sunny C. E, PTA, President
Sri. Nithin Nangoth, Alumni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

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Minutes:

- The principal, opened the meeting by announcing that the institution has successfully passed the pre-qualification stage for the NAAC accreditation process.
- This milestone was recognized as institution's commitment in maintaining high-quality standards in academics, infrastructure, and student services.
- Emphasis was placed on ensuring that all department are well prepared with updated documentation, evidence of best practices, and a clear presentation of the institution's achievements.
- It was decided that a second mock peer team visit will be conducted in September.




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- Each department was assigned specific responsibilities to prepare for the visit including the presentation of academic and research activities, infrastructure, student support and community engagement.

Action Taken Report:

- ❖ Departments were instructed to maintain momentum and focus on the upcoming Peer Team Visit preparations.
- ❖ A Second Mock visit have been scheduled in September.
- ❖ Departments have started compiling and organizing the necessary documents and evidences for the Peer Team Visit.
- ❖ Progress meetings have been scheduled to ensure timely preparation and to address any issues that arise.

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Principal

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Minutes of the IQAC Meeting

Date: 7th November 2024

Time: 12:00 PM

Venue: IQAC Room

Agenda:

- Preparations for Peer Team Visit scheduled from 3rd to 4th December 2024.
- Planning and Conducting the Mock Visit on 13th November 2024.

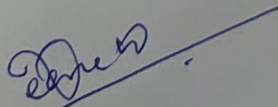
Members Present:

Dr. Jessy N.C., Principal, Chairperson
Dr. Veena Appukuttan, IQAC Coordinator
Dr. Prasanth Mathew., Vice Principal
Dr. Sholy Joseph K., Faculty Member
Dr. Sinoj Joseph., Faculty Member
Minimol Simon., Office Supdt.
Fr. Joy Kattiyankal., Pro Manager
Aneetta Biju, Student Representative
Akhila N V, Alumni Representative


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

Minutes:

- The Chairperson welcomed all members and introduced the agenda, highlighting the importance of the NAAC Peer Team Visit and the mock visit.
- The minutes of the previous meeting were read and approved.
- The IQAC Coordinator provided updates on the current status of documentation and infrastructure.
- All faculty members were instructed to complete the submission of updated records by 11th November.
- The Maintenance Committee was directed to ensure that all facilities ready by 11th November.
- Invitations were finalized for alumni, parents, and other stakeholders to participate during the NAAC visit.
- The mock visit was scheduled for 13th November 2024.
- Specific subcommittees were formed for documentation, logistics, and mock visit coordination, with clear responsibilities.
- The Chairperson appreciated the members for their ongoing efforts.

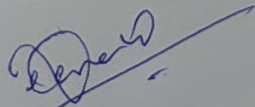

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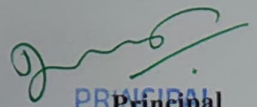

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Action Taken Report

- ❖ All faculty members were instructed to complete their submissions by 11th November 2024.
- ❖ The Committee began checking classrooms, laboratories, and ICT-enabled facilities. Several updates are identified and are in progress to ensure readiness before the mock visit.
- ❖ Invitations for stakeholder meetings were sent to alumni, parents, and others.
- ❖ External experts were identified and confirmed for the first mock visit. The agenda and schedule for the visit were shared with all relevant subcommittees to ensure effective coordination.
- ❖ All subcommittees have been directed to prioritize addressing any gaps identified during the mock visit.



IQAC, Co-Ordinator



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Minutes of the IQAC Meeting

Date: 13th November 2024
Time: 06:30 PM
Venue: IQAC Room

Agenda:

- Review of the First Mock Visit.
- Planning and Conducting the Second Mock Visit.

Members Present:


Dr. Jessy N.C., Principal, Chairperson
Dr. Veena Appukuttan, IQAC Coordinator
Dr. Prasanth Mathew., Vice Principal
Dr. Sholy Joseph K., Faculty Member
Dr. Sinoj Joseph., Faculty Member
Minimol Simon., Office Supdt.
Dr. T. M. Joseph, Educational Expert
Fr. Joy Kattiyankal., Pro Manager
Aneetta Biju, Student Representative
Akhila N V, Alumni Representative

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Minutes:

- The Chairperson welcomed the members and shared the importance of reviewing the outcomes of the first mock visit to ensure readiness.
- The IQAC Coordinator presented the observations made by external experts.
- Key strengths and areas for improvements were discussed.
- The primary gaps identified were related to presentations.
- Subcommittees were directed to address the shortcomings noted during the mock visit.
- The second mock visit was scheduled for **26th November 2024**.
- This visit will focus on reviewing improvements made after the first mock visit and testing the readiness of the entire team.

The Chairperson appreciated all members for their efforts in organising the first mock visit and emphasised the need for co-ordinated efforts.

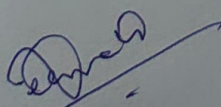

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Action Taken Report

- ❖ The observations and feedback from the first mock visit were reviewed. Strengths such as documentation completion and stakeholder participation were acknowledged. Key areas for improvement, including enhanced presentation skills and interactions, were identified and assigned to specific subcommittees for action.
- ❖ The second mock visit was scheduled for 26th November 2024. External experts were invited, and preparations for presentations, and all interactions were initiated.


IQAC, Co-Ordinator


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