

IQAC Meeting as 18/01/2021 - Online
Agenda:


- Academic and Administrative Audit
- Discussion on the format of AAA form.

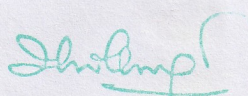
Minutes:

The meeting started with a silent prayer.

1. The Academic and Administrative Audit will be happening on 27/01/2021 through offline mode for the academic year 2019-20 and 2020-21.
2. The audit will be a department audit where in the external has already provided to be filled by the department heads and the audit will be based on these. The format was discussed in detailed with the HoDs and other members and the doubts were cleared by the IQAC Coordinator.
3. All the common areas such as Library, Office, IQAC etc. also will be audited on the day by the team.
4. It was decided that certain files can be shown to the audit team as soft copy for the year 2020-21.
5. The audit was completed by the NAAC team and most of the files were up to date in the departments. The IQAC Coordinator congratulated the team for completing the same.
6. With regard to the program outcome and course outcome, the lesson plans have to be completed by the first-year course facilitators and has to be forwarded to Ms. Binju Saju

The meeting concluded by 4:00 p.m.


 Ms. Bini Rani Jose
 IQAC Secretary


 Fr. Dr. Paulachan K J
 Principal

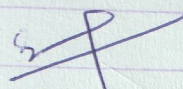
Meeting was on 18/01/21.

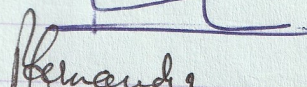
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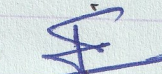
Platform - Google Meet
Time - 3:15 PM.


Members Present:


1. Ms. Emily Ithachan
2. Dr. Jay Joseph Pulthussary
3. Dr. Mathew Jose K.
4. Mr. Robert Fernandez.
5. Ms. Teresa Panackal
6. Mr. Jayakrishnan S.
7. Ms. Bindu G.
8. Ms. Bini Rani Jose.
9. Ms. Vanitha Devi
10. Ms. Binju Sajju
11. Ms. Noble Denassy
12. Mr. Sebastian Pascholy
13. Ms. Shajitha T.B.
14. Ms. Sonia Thomas.
15. Ms. Anitha Mary Alex.
16. Ms. Maria Antony. Maria

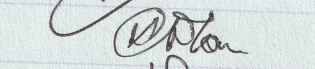

Dr. Jay

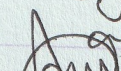

Robert Fernandez

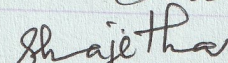

Bindu G.

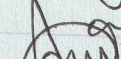

Bini Rani Jose


Vanitha Devi

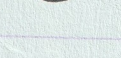

Binju Sajju

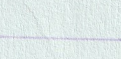

Noble Denassy


Sebastian Pascholy


Shajitha T.B.


Sonia Thomas


Anitha Mary Alex


Maria Antony



Bini rani Jose <binirani@naipunnya.ac.in>

Minutes ,PPT and question bank format of the meeting held on 15/2/2021

IQAC NIMIT <iqacnimit@naipunnya.ac.in>

Tue, Feb 16, 2021 at 3:27 PM

To: Teaching Staff <faculty@naipunnya.ac.in>

Cc: frpaul Kaithottungal <frpaul@naipunnya.ac.in>

Dear team,

In continuation to the AAA audit report , the IQAC had holded meeting with HoDs and management team members on 15/2/2021 from 3:15 PM.

Agenda of the meeting was

- PO was discussed
- PSO to be set by the department heads on or before 1/3/2021
- Question bank format discussed (To be set on or before 15/3/2021 and 30/3/2021 by first year teachers) - Training will be given to teachers
- Software creation by CS department
- Common PPT template
- Curriculum design plan
- Audit of programme schedule in the new format (first years),Linways (Attendance ,Lesson plan) by HoDs on or before 1/3/2021 and submission of report to IQAC.

Attaching the minutes,PPT and format of question bank for your kind perusal.

Many thanks and appreciation to Ms.Binju Saju for voluntarily taking up the session and for all the preparations done.

Thanks to all HoDS and department representatives, especially Ms.Grace ,Ms.Anitha,Ms.Sonia for attending the session.
Thanks to all MTM members.

Once again thanking all and expecting your cooperation for the execution.

Thanks

IQAC team

3 attachments

**Question bank.xlsx**

9K

**Presentation to HOD.pptx**

52K

**meeting minutes outcome session.docx**

15K

Second session on Programme Outcome (15/2/2021)

Agenda:

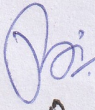
1. Presentation of PO
2. Setting PSO
3. Question bank creation format
4. Software creation by CS dept
5. Curriculum designing
6. Common PPT template

Dr. Joy presided the meeting and the meeting started with a silent prayer

Ms. Binju Saju from the department of CS made the presentation

1. PO has already been set. Discussions were made on the same and as per the suggestion of the team, employability also to be added as a program outcome.
2. Departments has to decide the Program specific outcomes and the HoDs has to call a meeting with team members. The PSO shouldn't exceed 5 numbers.
3. Proper format has to be followed while preparing the question bank. The preparation of question bank will be starting with the first semesters. A training will be conducted for the first semester course facilitators on how to effectively prepare the question bank.
4. Once the question bank is ready, the CS dept is in works to create a software to automatically generate a question paper on the basis of the questions included in the question bank.
5. Students of the final year of CS dept can be utilized to create software.
6. Curriculum has to be created in a way of covering Criteria 1,2, 3 and 7.
7. Important Dates:
Finalizing PSO- 1st March
Linways Audit- 1st March
Question bank of any 2 modules- 15th March
Remaining modules- 31st March
CO-PO mapping of all the first semester courses- 15th March
Outcome evaluation of 1st semester- 30th April 2021
8. An Advisory Board will be created, and an external expert will be called in for the outcome evaluation.

The meeting concluded by 4:20pm.


Ms. Bini Rani Jose
IQAC Secretary.

Fr. Dr. Paulachan X.S.
Principal.

Meeting was on 15/02/2021

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Platform - Google Meet.

Time - 8:15 PM.

Members Present:

1. Ms. Emily Ithiachan
2. Dr. Joy Joseph Puthussery 7, 16
3. Dr. Sabu Varghese
4. Ms. Teena Panackal
5. ~~Dr.~~ Malthus Jose K.
6. Mr. Robert Fernandez.
7. Mr. Jayakrishnan S.
8. Ms. Girale K. Benny.
9. Ms. Bini Rani Jose. Poi
10. Ms. Aniltha Mary Alex. Amr
11. Ms. Binju Uday
12. Ms. Maria Anthony. Maria

IQAC Meeting as on 15/03/2021

Venue: Conference Hall

Time: 3:15 pm


Agenda:

- Result Analysis

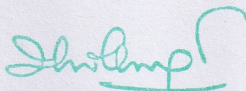
Minutes:

- The meeting started at 3:15pm with a silent prayer.
- The main agenda of the meeting was to discuss about the new pattern of result analysis that has been introduced for the first years (2020 admissions).
- A google sheet has been shared with all the first-year class in- charges and they are required to fill in the same. The report card will be auto generated from the entered details.
- The marks of the 10th, 12th, internal examinations, assignments, seminars etc. will be shown in the report card.
- The teachers will be given 8 days to complete the paper valuation and within the next 7 days remedial classes has to be taken and finally the remedial test has to be conducted for the students. Those students who score less than 50% has to mandatorily attend the remedial classes and the tests.
- Students scoring less marks for the remedial tests will have to undergo next remedial test.

The meeting concluded by 4:00pm



Ms. Bini Rani Jose
IQAC Secretary



Fr. Dr. Paulachan K J
Principal

Meeting was on 15/03/2021.

123

Venue - Conference Hall.
Time - 8:15 PM.

Members Present:

1. Dr. Jay Joseph Pulhinsey
2. Dr. Mathew Jose K.
3. Mr. Robert Fernandez.
4. Mr. Jayakrishnan S.
5. Ms. Grace K. Benny.
6. Ms. Trisha Parackal.
7. Ms. Bini Rani Jose.
8. Ms. Sonia Thomas.
9. Ms. Noble. Devassy
10. Ms. Anitha Mary Alex
11. Ms. Maria Antony

15/03/21

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Planning Meeting with Department of Languages

Agenda:

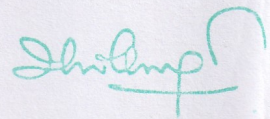
1. To give an overview of the current NAAC status
2. Briefing about the focus for the coming academic year
3. An interactive session so as to enhance the quality of the system, taking into consideration all the shortcomings of the previous academic year

Minutes:

- The meeting started with a silent prayer. Fr. Paulachan presided over the meeting.
- After the presentations by the criteria leaders, the major areas of concern were found as :
 - Results
 - Placements
 - Examinations
 - Outcome setting
 - Research
 - Mentoring
- Audit- Internal audit by the department on 19th and 20th April.
 Linways Audit- Departments
 External audit by NAAC team – 26th April- 29th April
- HoD and the criteria 1 member of the department has to ensure that the files of Criteria 1 has to be properly filed and completed.
- Since the number of students in the department is comparatively less, students have to be properly mentored to ensure the results are better in the coming years
- Teachers from the department has to focus on at least registering for PhD in the coming years.
- Ability test has to be mandatorily conducted when the first-year students join the campus. Bridge Course also has to be looked into and should be started in the coming years. A faculty also has to be appointed as the remedial coordinator to see that remedial activities are taking place in the department.
- A Research Quality Assurance Cell has to be set up in the departments to monitor the projects of the students and also to monitor the research work of the faculties.
- The possibility of conducting peer teaching also has to be looked into by the department.
- On 12th April, a meeting will be conducted with HoD's to plan out the internal audits to be conducted by the departments.
- CIE- The common examination cell will give out the dates of first internal exam and the model examination. The Module tests will be taken up by the department. The teachers have the option to conduct either as quiz or offline test papers.

- A teacher has to be assigned as the admission cell coordinator to ensure that the admission activities of the department are taking place properly.
- The meeting concluded with a session by Dr. Sabu Varghese regarding creation of vision and mission statement for the department.

Ms Bini Rani Jose
IQAC Secretary


Fr. Dr. Paulachan K J
Principal

Planning Meeting with Department of HM

Agenda:

1. Criterion evaluation
2. Areas of concern
3. Academic plans for 2021-22
4. Audits of 2020-21

Fr. Paulachan presided over the meeting and the meeting started with a silent prayer.

- After the presentations by the criteria leaders, the major areas of concern were found as :
 - a. Results
 - b. Placements
 - c. Examinations
 - d. Outcome setting
 - e. Research
- Not having a good result will have a bad impact on the final NAAC score.
Good progress on the research – dept should try to convert their student projects into research papers.
- Faculty training of 7 to 15 days has to be focused on rather than 1-day training
- Add on programs- A BOS of the department and the common BoS has to look into this area and decide an area to conduct the add on programs. The cost part has to be looked into before deciding an area.
- Number of extension program has to be added.
- Number of institutions with whom linkages signed are to be increased.
- BoS of the department has been formed. 3 meetings will be conducted in a year. An external expert will join the team.
- CIE- The common examination cell will give out the dates of first internal exam and the model examination. The Module tests will be taken up by the department. The teachers have the option to conduct either as quiz or offline test papers.
- An evaluation has to be done by the department while the first-year students join the campus to understand the ability of the students. Then as per the requirement, the department has to organize bridge courses for the identified students. A coordinator each is required for conducting the ability test and bridge courses.
- A tracking and monitoring system has to be implemented to understand whether students having supplementary in any semesters and writing the exam and passing.
- RQAC has to be set up in the departments to monitor the projects of the students and also to monitor the research work of the faculties.
- Department plans to increase the number of Mous and linkages in the coming years.
- Coordinators has been decided for each program
- Outcome coordinator also has to be decided from the department

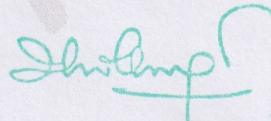
- A coordinator has to be decided for mentoring program from the department even though there is a common coordinator. HoD can be the mentoring coordinator. A mentoring booklet has to be thought of to be implemented. When a mentor is assigned to a teacher, the same teacher has to be assigned to the student for the 3 years.
- A vision, mission and best practice of the department has to be decided by the department
- Rather than involving all the teachers in various programs, more students will be included in the process.
- Audit- Internal audit by the department on 19th and 20th April.

Linways Audit- Departments

External audit by NAAC team – 26th April- 29th April

- Students of the department have grievances that they are not properly appreciated for the work they are doing commonly for the college.
- The session concluded with directions provided by Dr. Sabu Varghese with regard to creating a vision and mission statement for the department.

Ms. Bini Rani Jose
IQAC Secretary


Fr. Dr. Paulachan K J
Principal

Planning Meeting with Department of Computer Science

Agenda:

- Criterion evaluation
- Areas of concern
- Academic plans for 2021-22
- Audits of 2020-21

Fr. Paulachan presided over the meeting and the meeting started with a silent prayer.

- After the presentations by the criteria leaders, the major areas of concern were found as :
 - a. Results
 - b. Placements
 - c. Examinations
 - d. Outcome setting
 - e. Research
- A tracking and monitoring system has to be implemented to understand whether students having supplementary in any semesters and writing the exam and passing. A centralized system of tracking is under works.
- Audit- Internal audit by the department on 19th and 20th April.

Linways Audit- Departments

External audit by NAAC team – 26th April- 29th April

- The common examination cell will give out the dates of first internal exam and the model examination. The Module tests will be taken up by the department. The department have the option to conduct either as quiz or offline test papers.
- Departments has to focus more on bettering the results of all streams in the coming years.
- Some student coordinators have to be appointed for the placement cell to ensure that the number of placements come up in the coming years
- Better add on programmes has to be selected for the students.
- One compulsory add on program for third year and one communication skills training program for the first years will be conducted mandatorily for the students.
- A coordinator has to be decided for mentoring program from the department even though there is a common coordinator. HoD can be the mentoring coordinator. A mentoring booklet has to be thought of to be implemented. When a mentor is assigned to a teacher, the same teacher has to be assigned to the student for the 3 years.
- Library usage is a major concern. E library resources has to be made available to the students.
- A Result monitoring committee has to be set up in the department to monitor the results of the students and to bring up the strategies to improve the results of the students.

- The session concluded with directions provided by Dr. Sabu Varghese with regard to creating a vision and mission statement for the department.

Planning Meeting with Department of Commerce

Agenda:

- Criterion evaluation
- Areas of concern
- Academic plans for 2021-22
- Audits of 2020-21

Fr. Paulachan presided over the meeting and the meeting started with a silent prayer.

- After the presentations by the criteria leaders, the major areas of concern were found as :
 - a. Results
 - b. Placements
 - c. Examinations
 - d. Outcome setting
 - e. Research
- A tracking and monitoring system has to be implemented to understand whether students having supplementary in any semesters and writing the exam and passing. A centralized system of tracking is under works.
- Audit- Internal audit by the department on 19th and 20th April.

Linways Audit- Departments

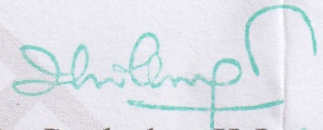
External audit by NAAC team – 26th April- 29th April

- The common examination cell will give out the dates of first internal exam and the model examination. The Module tests will be taken up by the department. The department have the option to conduct either as quiz or offline test papers.
- Departments has to focus more on bettering the results of all streams in the coming years.
- Some student coordinators have to be appointed for the placement cell to ensure that the number of placements come up in the coming years
- RQAC will initiate a training on how to convert student projects into research papers.
- The BoS of the department has been decided. Dr. Joy suggested to include an external expert too in the board.
- Better add on programmes has to be selected for the students.
- One compulsory add on program for third year and one communication skills training program for the first years will be conducted mandatorily for the students.
- A coordinator has to be decided for mentoring program from the department even though there is a common coordinator. HoD can be the mentoring coordinator. A mentoring booklet has to be thought

of to be implemented. When a mentor is assigned to a teacher, the same teacher has to be assigned to the student for the 3 years.

- Library usage is a major concern. E library resources has to be made available to the students.
- A Result monitoring committee has to be set up in the department to monitor the results of the students and to bring up the strategies to improve the results of the students.
- The session concluded with directions provided by Dr. Sabu Varghese with regard to creating a vision and mission statement for the department.

Ms. Bini Rani Jose
IQAC Secretary



Fr. Dr. Paulachan K J
Principal

MINUTES OF IQAC MEETING AS ON 26/06/2021

Agenda:

- Review of initiatives taken up in the academic year 2020-21
- Future plans for the coming years

Minutes:

The first IQAC meeting for the academic year was conducted online on 26/06/2021. The meeting was chaired by Rev. Fr. Dr. Paulachan K J. The meeting commenced with a silent prayer.

- Review of the initiatives undertaken in the year 2020-21 was discussed.
- The initiatives of IQAC in the year 2020-21 were as follows:
 - Introduction of new courses.
 - Revamping of Handbook
 - Annual Quality Assurance Reports of 2018-19 and 2019-20
 - Excelling during the pandemic- Effective online teaching methodologies workshop
 - Introduction of NSDC add programs- Department of HM
 - Enhancement of participative learning technology
 - Enhancing outcome setting of the institution
 - Result Analysis
 - Funded Projects
 - Collaborative activities
 - R-Collective Ver 2.0
 - Enhancement of paper writing quality of student projects and faculty publications
 - Research journals
 - Book publications
 - Enhancement of placement activities
 - Finishing Touches
 - Skill up training program- Training for Non- teaching staff
 - Naipunnya Excellence Awards
 - Academic Administrative Audit

- Future plans of the IQAC to be accomplished in the coming years were as well presented

Plans	2021-22	2022-23
1. Improvising results	60%	80%
2. Attainment of outcome		Final outcome should be attained
3. Enhancing placements	50%	70%
4. Enhancing research	1 paper from each faculty	1 paper from each faculty
5. Funded projects	1 project from each department	1 project from each department
6. Earn while learn	Every department 1 initiative; HM Dept- Bakery and confectionery unit	Every department 1 initiative
7. Infrastructural developments	Changes required(5 storied building)	Changes required(5 storied building)
8. Alumni and PTWA fund	Proper categorization and utilization of funds	Proper categorization and utilization of funds
9. Incubation center with industry collaboration	Start-up facilities – institution based.	Start-up facilities – institution based.
10. Industry experience exposure	Depts were asked to look into the relevant areas	? Depts were asked to look into the relevant areas
11. Extension and outreach activities	Plans to be chalked out	Plans to be chalked out

- Other developments:

- Automated examination center based on blooms taxonomy
(Short term plan; 2 CIE; Long term plan- 5 CIE)
- Result Analysis Wing

c. Board of studies

- Fr. Paul suggested that the institution needs to streamline the extension and outreach activities and proper plans for the same has to be chalked out. A meeting with the extension and outreach coordinators has been classed in the upcoming weeks to discuss the future plans.
- Naipunnya Excellence Awards is one of the best practices of the institution and thoughts of revamping the process is under discussion. Ms. Anitha suggested like the NAAC SSR, we can create an SSR which is to be filled in by the institutions when they are applying for the same.
- More concrete plans of Industry exposure for students is to be thought about. Mr. Jayakrishnan, HOD, CS department suggested that few students can get internships at Infopark, Koratty.
- Ms. Binju put across a plan to start a Naipunnya start-up with the students of the institution. Father entrusted Mr. Sam with the duty of finding out the process and procedure for the same.
- Father suggested that the teachers of the institution has to become more competent in the coming years for their survival. PhD and NET would become mandatory in the coming years.
- Dr. Mathew suggested that the development of library is to be thought about by the management and even restructuring of the same should be done.

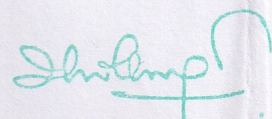
The meeting concluded by 3:00pm with a thank you note by the IQAC Secretary.

Prepared by:

Ms. Bini Rani Jose
IQAC Secretary

Reviewed by:

Dr. Joy Joseph Puthussery
IQAC Coordinator



Approved by:

Fr. Dr. Paulachan K J
Principal

Meeting on 26/06/21.

Platform : Google Meet.

Time : 2:00 PM.

IQAC MEETING HELD ON 22/11/2021

AGENDA:

1. Initiatives of the past months
2. AQAR 2020-21 audit status
3. R-Collective Version 3.0
4. Incubation Center
5. Naipunnnya Excellence Awards
6. Earn while learn
7. Improving results and placements
8. Digital content development by faculty
9. New MOUs
10. Updated campus initiatives

MINUTES:

The meeting was chaired by Fr. Dr Paulachan K J and the meeting started with a silent prayer.

A review of initiatives of IQAC in the previous year was conducted.

- **PG restructuring-** As part of the restructuring of PG programs more activities are being arranged for the students such as NET coaching, competitive exams coaching, MERAKI etc. The NAAC coordinator suggested a separate filing is required for the PG Programs.
- **Automated QP generation-** Automated question paper generation has been completed for 3 semesters. Departments were requested to start working on the 4th-semester questions banks. 10% of questions have to be added to the bank every year. CIE 2 of the first semester (2021 admission) should be with the new question bank.
- **STED Council-** 8 courses has been opted by different departments.
- **Funded Projects-** 2 funded projects have been completed until now and the 3rd one is under work by the Department of CS. Fr. Paulachan suggested that all teachers should look into ways of bringing in more funded projects as it will be a monetary benefit for the faculties involved.

Incubation Centre- The institution has received an amount of 2 lakhs for internal projects. Space will be provided for the incubation centre in the college. Money could be used by students for innovative projects. NAAC Coordinator suggested that 1 project can be an ERP system with the help of the CS department. Each dept should think of innovative programs. Following were suggested by the department heads:

IT- Commercialization of software.

Commerce- Project printing and binding,

Languages- publication of guides for subjects

The departments were asked to brainstorm and to bring about innovative ideas.

R-Collective Ver 3- As an initial step of the same, the faculty in each department will be divided and allotted under a faculty with a doctorate.

Naipunnya Excellence Award - For this year, more focus of the program will be on the students. Each department has various programs planned for the same. A primary meeting of the team was conducted and plans are being chalked out for the same. The program is being planned to be wind up by January 12th and the awards will be given on College Day.

Earn while Learn- Other than in the Languages Department, all the departments the activities are going on smoothly. Father suggested the departments come up with innovative ideas at the time of Christmas.

Placement activities- Placement activities are going on well under the leadership of Mr Santhosh Thanikath, placement manager. Dr Joy suggested creating a placement register to keep a record of the placement of the students.

Digital content creation by faculty- Digital content creation by the majority of faculty was completed last year. For this year, Father suggested more teachers come up with digital content.

ASAP- The registration has been completed and is awaiting further communication.

NAAC Audit Status- The NAAC Coordinator commented that the audit in the department was completed and the results are satisfactory. AQAR crosschecking will be done soon to ensure the correctness of the files uploaded. Discrepancies have to be worked on to ensure it is corrected. Reaudit will be conducted on December 6th and timing will be informed. Common areas will be audited on 29th and 30th. A meeting with the HODs will be conducted soon to discuss the department strategic plans and NAAC recommendation file

Since Ms Binju is leaving the institution, Ms Nithya will take her place. Training will be provided by Ms Binju to the HoDs on outcome setting. Since Ms Sonia is appointed as the Management Representative for ISO, her place as the Criteria 6 Head will be taken up by Mr Jithu Doyal, Department of Hotel Management.

With the above-mentioned discussions, the meeting concluded by 3:00 pm.

Prepared by:

Ms. Bini Rani Jose

IQAC Secretary

Approved by:

Fr. Dr. Paulachan K J

Principal

Meeting on 22/11/21.

Venue : Chitana.

Time : 2:00 PM.

Members Present:

1. Fr. Dr. Paulachan K.J
2. Fr. Renson Thekkimrath
3. Ms. Tansa Ponnakkal
4. Mr. Robert Fernandez
5. Ms. Emily Itthachan
6. Dr. Sabu Varghese
7. Dr. Joy Joseph Pulthussery
8. Dr. Mathew Jose K.
9. Mr. Jayakrishnan S.
10. Ms. Grace K Benny
11. Dr. Tissy Poulse.
12. Ms. Sanilkaduni S.
13. Ms. Binju Sajju
14. Ms. Noble Dinassy
15. Mr. J Sebastian Deonely
16. Ms. Shajilka T.B
17. Ms. Senia Thomas
18. Ms. Aniltha Mary Alex.
19. Ms. Bindu G.
20. Ms. Teena Antony
21. Ms. Maria Antony.
22. Mrs. Boni Rani Jose
23. Ms. Sonu

Paulachan

Renson

Tansa

Robert

Emily

Sabu

Joy

Mathew
22/11/21

Grace
22/11/21

Tissy

Sanilkaduni
22/11/21

Binju
22/11/21

Noble
22/11/21

J Sebastian

Shajilka
22/11/21

Senia

Aniltha

Bindu

Teena

Maria

Boni

Sonu