

MINUTES OF IQAC MEETING AS ON 21/02/2022

Agenda:

1. NIRF and AISHE
2. R-Collective status
3. Naivigyan
4. Department proceedings
5. Naipunnya Excellence Award
6. Digital Content Development
7. Unnat Bharat Abhiyan
8. Incubation centre
9. AQAR submission
10. NAAC systems in position
11. NAAC Workshop
12. Other matters

Minutes:

The meeting was chaired by Fr. Dr. Paulachan K J. The meeting commenced with a silent prayer. Dr. Joy Joseph Puthussery, IQAC Coordinator welcomed all the members to the meeting.

Naipunnya complete 25 years in the year. The inauguration of the Golden Jubilee year, NAAC accreditation of NBS and Oruma- Family get together will be planned in the month of April. The following year has to be maximum utilized for the final preparations for the NAAC reaccreditation and for any infrastructural developments.

The status of matters discussed in the previous meeting were discussed:

PG- restructuring- The restructuring activities of the PG students are moving on well. Outbound program is the only activity that hasn't been conducted. Placement related activities of the PG students also has to be looked into.

Question paper generation- The automated question paper generation is going on well. All the departments were requested to forward the question banks of fourth semester to Vice Principal Academics

Funded projects- Only 2 funded projects are completed until now. Father suggested to find out more.

Incubation center -All the initial formalities are complete. An inspection will be conducted by the authorities soon to provide approval.

The matters in the agenda were discussed:

- **NIRF and AISHE**

The required data for NIRF has been submitted. AISHE is being worked upon and the last date for submission is 28th February.

- **R-Collective**

All teachers have been assigned under a guide. 17 research papers have come up until now. Father suggested that a greater number of papers should come up.

- **Naivigyan**

Only 9 papers are submitted until now from the faculty side. Dr. Joy insisted that we need at least 20 papers to include in Naivigyan

- **Department Proceedings**

The National conferences of all departments except Commerce and Additional Languages have been completed. All the departments are also working on the ISBN approved proceedings.

- **Naipunnnya Excellence Awards.**

All the competitions were completed on 14th January 2022 and the prize winners were announced on the same day. We have participated of over 80 students from different institutions. The Overall winners are St. Joseph's HSS, Karukutty. They will be awarded on the College Day. The other prizes will be distributed in the institutions itself.

- **Digital content development**

The recording of digital content development by faculty are taking place with the help of the IT.

- **Unnat Bharat Abhiyan**

The initial processes are all over. The applications have been submitted and certain queries which were asked has also been rectified.

- **AQAR submission**

AQAR for the year 2021-22 has been submitted on 7th February 2022. Ms. Bini, NAAC Coordinator thanked all the criteria heads for the support for the same. She also commented that even though the number of programs has increased there are certain areas such as incubation center, extension activities awards, and funded projects etc. that haven't had much of an improvement.

- **NAAC systems in position**

Five main areas such as Linways, CIE examinations, Earn and Learn, Student Grievance redressal and external examinations- IT lab has been taken up and policies has been created for all these areas so as to ensure standardization of use. A copy of the policies will be handed over to the departments to file. More policies will be coming up regarding common areas so as to ensure standardization of use.

- **NAAC workshop**

A workshop was conducted by the NAAC Coordinator for the criteria heads on 15th and 16th February. A detailed analysis as to what was done in each criterion until now and what is to be focused on in the upcoming year was discussed and worked upon in the meeting. Ms. Bini suggested to bring in an external expert so as to ensure that we are moving in the proper direction.

- **Naipunnnya International Office in the campus**

A new office of Naipunnya International has begun in the campus for promoting foreign language education for students and faculty, competitive exams preparation and consultancy services for education abroad.

Following areas were suggested by Ms. Bini, NAAC Coordinator which need to be seriously looked into in the upcoming year:

- a. **Faculty Grievance-** A portal has been opened on the website where grievances of the faculty can be submitted. It will be made visible to Ms. Bindu G, Secretary, Faculty Grievance Cell, Dr. Sabu Varghese, Director HRD and Fr. Paulachan.
- b. **Alumni strengthening-** A portal has been opened in the institution website, All the alumni will have to register there so that Alumni WhatsApp groups can be created.
- c. **NAAC Workshop for outside institutions-** A NAAC workshop was planned to be conducted in the month of February but couldn't be conducted because of the rise of Covid- 19 pandemic. It will be conducted in the month of April. It will be a two-day hands-on workshop.

Others matter discussed were:

- a. Milagres College, Mangalore is interested in a student exchange program. Fr. Pau suggested Mr. Robert, HoD, Dept of HM to be in touch with the college and implement the program.
- b. Faculty exchanges- Many faculty exchange programs were in conducted in the online mode until now. Fr. Paul suggested that since the working of the institution is back to offline mode, the departments can think of conducting Faculty exchanges in offline mode.
- c. Awards- Areas are to be looked into were the institution can bag some awards either in the State, National or International.
- d. Placements- Placements of the final year's students are an area that has to be looked into seriously. Many placement activities are taking place now. Finishing Touch- a program by the Training Department for the final year students as a preparation for placements has to be conducted soon.
- e. Ms. Bini suggested that all department should have a unique practice that could be shown for the next cycle of accreditation. They should also have a growth cart to show the growth of the departments over the years.

With the above discussions and decisions, the meeting concluded at 3:30 PM

The meeting concluded by 4.15pm with a thank you note by the IQAC coordinator.

Prepared by:

Ms. Siji Jose

IQAC Secretary

Reviewed by:

Dr. Joy Joseph Puthussery

IQAC Coordinator

Approved by:

Fr. Dr. Paulachan K J

Principal

Meeting was on 21/02/2022.

131

Venue : Chitona.

Time : 20:00 pm.

Members present :

Fr. Dr. Paulachan K.J

Ms. Teena Parackal

Mr. Robert Fernandez.

Ms. Emily Ittialan

Dr. Joy Joseph Pulhussary

Dr. Babu Varghese.

Ms. Bini Rani Jose.

Dr. Mathew Jose K

Dr. Jayakrishnan S

Dr. Purnima S Kumar

Dr. Tissy Paulose

Ms. Sanitha Devi S.

Ms. Nilhya

Ms. Noble Demassy.

Ms. Sebastian Pocachy.

Ms. Shajilka T.B.

Ms. Jithu Doyal.

Ms. Anitha Mary Aden.

Ms. Maria Antony.

Ms.

Paulachan K.J.
Fernandez

For Dr. Jose

Jose
Mathew Jose K
Jayakrishnan S

Tissy

Noble
21/2/22

Shajilka
Anitha
21/2/22

MINUTES OF IQAC MEETING AS ON 27/05/2022

Agenda:


- Review of initiatives taken up in the academic year 2021-22
- Future plans for the coming years

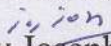
Minutes:


The IQAC meeting was conducted on 27/05/2022. The meeting was chaired by Rev. Fr. Dr. Paulachan K J. The meeting commenced with a silent prayer.

- Dr. Joy Joseph Puthussery, IQAC Coordinator presented the review of the initiatives undertaken in the year 2021-22.
- Status of NAAC work was presented by Ms. Bini Rani Jose.
- In the academic year 2022-23, all the activities will be Embracium activities.
- Principal welcomed the new NAAC coordinator Ms. Sonia Thomas and IQAC secretary Ms. Siji Jose.
- Scholarship policies have to be formulated.
- Two faculties will be appointed for documentation.
- NAAC office have to be set.
- Father Principal proposed a counseling cell for parents.
- Mega expo has to be planned out.
- Thanked Ms. Bini Rani Jose for her tremendous effort and services.
- Fr. Paul suggested that the institution needs to streamline the extension and outreach activities and proper plans for the same have to be chalked out.
- All the seven criteria leaders explained the status of NAAC documents and were ready for the re- Audit on 30,31 May 2022.

The meeting concluded by 4.15pm with a thank you note by the IQAC coordinator.

Prepared by: 
Ms. Siji Jose

Reviewed by:

Dr. Joy Joseph Puthussery


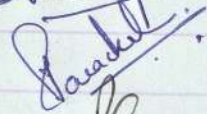
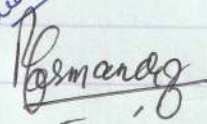
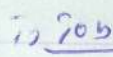



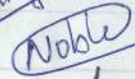






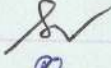



Approved by:

Fr. Dr. Paulachan K J

Meeting on 27.5.2022.

Venue: Chetana.

Time : 2.15 pm.

Members present

1. Rev. Fr. Dr. Paulachan K.J. 
2. Ms. Teresa Parackal 
3. Mr. Robert Fernandez 
4. Ms. Emily Itiathan.
5. Dr. Joy Joseph Puthussery. 
6. Dr. Sabu Varghese.
7. Ms. Bini Rani Jose
8. Dr. Mathew Jose K. 
9. Mr. Jayakrishnan S.
10. Dr. Purnima S Kumar.
11. Dr. Tessy Paulose.
12. Ms. Sanitha Devi S 
13. Ms. Nithya Paul. 
14. Ms. Noble Devassy 
27/5/22
15. Ms. Sebastian Poonaly 
16. Ms. Shajitha T.B 
17. Mr. Jithu Doyal. 
18. Ms. Anurtha Mary Alex. 
19. Ms. Siji Jose. 
20. Ms. Sonia Thomas. 
21. Babu Varghese 
22. Sindhu G 
23. Santhoshkumar S 
24. 

MINUTES OF IQAC MEETING AS ON 01/07/2022

Agenda:

1. NAAC recommendation files
2. Question Bank Setting as per Bloom's Taxonomy and COs
3. Embracium Projects
4. Report Generation
5. Status of Prospective Plans of the Departments

Minutes:

The IQAC meeting was conducted on 01/07/2022. The meeting was chaired by Rev. Fr. Dr. Paulachan K J. The meeting commenced with a silent prayer.

- Ms. Sonia Thomas, NAAC coordinator briefed about the NAAC recommended files
- NAAC Coordinator also shared the revised question bank. The revised question bank needs to be made incorporating Bloom's Taxonomy.
- In the academic year 2022-23, all the activities will be Embracium activities.
- Ms. Siji Jose, IQAC secretary briefed on the activities to be completed during the month of July to September inline with the embracium project.
- NAAC coordinator proposed the Revised event documentation procedure (w.e.f. 01.07.2022):

Pre-event

Brochure and writeup on the Event (150 to 200 words) to be forwarded to events@naipunnya.ac.in at least 3 days prior to the event. The brochure and writeup shall be proofread and shared with the IT Team to be uploaded on the college website.

Link to event webpage will be shared with the event coordinators

Post -event


Report to be forwarded with the shared link (to be added at the end of the report)

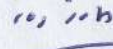
Printing of the report, signatures, and creation of event link will be done by the NAAC team.


(As of now the photographs for the events will be taken by the IT team, any changes will be notified)

- Principal insisted the heads of the departments take the Earn & Learn scheme and funded projects seriously.
- Mega expo has to be planned out.
- Fr. Paul suggested that the departments to streamline the activities and proper plans for the same have to be chalked out.
- NAAC coordinator scheduled the dates for the sub committee meeting as follows:
 - 15.07.2022 (Friday) - 2.00pm to 3.00 pm- Criteria 1 and 2
 - 22.07.2022 (Friday) - 2.00pm to 3.00 pm- Criteria 3, 4, and 5
 - 29.07.2022 (Friday)- 2.00 pm to 3.00 pm- Criteria 6, 7
- NAAC audit schedule was also suggested by NAAC coordinator
 - 1 Aug 2022 (Monday)- Dept of HM, Criteria 1
 - 2 Aug 2022 (Tuesday)- Dept of Commerce
 - 3 Aug 2022 (Wednesday)- Dept of CS
 - 4 Aug 2022 (Thursday)- Dept of English
 - 5 Aug 2022 (Friday)- Criteria 2
 - 9 Aug 2022 (Tuesday)- Criteria 3, 4
 - 10 Aug 2022 (Wednesday)- Criteria 5, 6
 - 11 Aug 2022 (Thursday)- Criteria 7, Office
 - 12 Aug 2022 (Friday)- Finance, HR
 - 16 Aug 2022 (Tuesday)- Principal

The meeting concluded by 3.00 pm with a thank you note by the IQAC coordinator.

Prepared by: 
Ms. Siji Jose
IQAC Secretary

Reviewed by: 
Dr. Joy Joseph Puthussery
IQAC Coordinator

Approved by: 
Fr. Dr. Paulachan K J
Principal

Meeting on 01-07-2022.

Venue: Chetana

Time: 2.00 PM.

Members:

1. Rev. Fr. Dr. Paulachan K.J
2. Ms. Teresa Parakkal
4. Mr. Robert Fernandez
5. Ms. Emily Ittiachan
6. Dr. Joy Joseph Puthussery
7. Dr. Sabu Varghese
8. Dr. Mathew Jose K
9. Mr. Jayakrishnan S
10. Dr. PGSSy Paulose
11. Ms. Grace Benny
12. Ms. Santha Devi S
13. Ms. Nithya Paul
14. Ms. Noble Devassy
15. Mr. Sebastian Poonokly
16. Ms. Shajitha T.B
17. Mr. Jithu Doyal.
18. Ms. Antha Mary Alex
19. Ms. Siji Jose.
20. Ms. Sonia Thomas.
21. Ms. Bindu G.
22. Ms. Rerathy AR

Paulachan K.J
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SV
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Grace Benny
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PGSSy Paulose
Noble
11/7/22

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Bindu G
[Signature]

Minutes of the OBE meeting held on 13th September 2022

Date: 13/9/2022

Time: 11.15 a.m. to 1.00 p.m.

Venue: Main block Conference Hall

Members present

Ms. Teresa Parackal

Dr. Joy Joseph Puthusserry

Dr. Sabu Varghese

Ms. Siji Jose

Ms. Nithya Paul

Ms. Mini Joshy

Ms. Emil George

Ms. Sonia Thomas



Agenda:

1. Rubric for attainment
2. Weightage of internal marks for computing internal assessment
3. Remedial exam component in Internal Assessment calculation
4. Revision of CO

1. The rubric for calculating attainment through direct assessment methods was suggested as follows: Based on number of students attaining 45 % in the exams. 3 marks if 70 % and above students attain minimum 45% marks, 2 marks if 50 to 70 % students attain minimum 45 % marks and 1 mark if 45 % to 50 % of the students attain minimum 45 % .
2. As 40 % of the marks of internals are considered in computation of internal assessment to university, it was suggested that the mark component may be broken into two parts. 50 % of the marks coming from the model exam and average of best 3 marks coming from CIE1, CIE2, CIE3, and CIE4. The CIE marks will be added to the computation of internal marks rather than the assignment marks.
3. A minimum pass in remedial exam should be considered for scoring the exam. Currently only 75% of the marks obtained in Remedial 1 and 60% of the marks obtained in Remedial 2 of CIE2 was considered.
4. Internal marks to university and marks in Linways should not have disparity as data is taken from Linways to generate outcome.

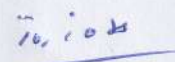
Meeting concluded at 1.00 p.m.

Minutes prepared by:

Ms. Sonia Thomas

Approved by:

Dr. Joy J Puthusserry



NAIPUNNYA INSTITUTE OF MANAGEMENT AND INFORMATION TECHNOLOGY

OBE- 16/9/2022

Attendees List

Sl. No	Name of the Participant	Signature
1.	Fr. Dr. Paulachan K. J (Executive Director/ Principal)	
2.	Dr. Sabu Varghese (Director IT/ HRD)	
3.	Dr. Joy Joseph Puthusherry (IQAC Coordinator)	
4.	Ms. Teresa Parackal (Vice Principal Academics)	
5.	Mr. Robert Fernandez (Vice Principal Campus Management/ HoD HM)	
6.	Dr. Mathew Jose K (HoD PG Department of Commerce)	
7.	Mr. Jayakrishnan S (HoD PG Department of Computer Science)	
8.	Ms. Grace Benny (HoD PG Department of English)	
9.	Dr. Tessa Poulouse (HoD Department of Additional Languages)	
10.	Ms. Bindu G (Stream coordinator B.Com Finance)	
11.	Ms. Anitha Mary Alex (Stream coordinator B.Com CA)	
12.	Dr. Antony George (Stream Coordinator B. Com Co.)	
13.	Ms. Kavitha Vincent (Stream Coordinator BBA)	
14.	Ms. Laiby Thomas (Stream coordinator B.Sc.CS)	
15.	Mr. Deepak K V (Stream Coordinator BCA)	
16.	Mr. John Kizhakuden (Stream Coordinator B.Sc.HMCA)	
17.	Mr. Richi Thomas (Stream Coordinator B.Sc.HMCS)	
18.	Ms. Renita Fernandez (Stream Coordinator BHA)	
19.	Ms. Sonia Thomas (NAAC Coordinator)	
20.	Ms. Siji Jose (IQAC Secretary)	
21.	Dr. Sarika (Stream coordinator Msc.)	

22. Mr. Philip

23. Ms. Jeena Antony

Jeena

MINUTES OF IQAC MEETING AS ON 10/10/2022

Agenda:


- Review of the odd semester activities (2022-2023)

Minutes:

The IQAC meeting was conducted on 10/10/2022 at 2.00 pm in the main block conference hall-Chetana .The meeting was chaired by Rev. Fr. Dr. Paulachan K J. The meeting commenced with a silent prayer.

- Dr. Joy Joseph Puthussery , IQAC Coordinator welcomed the team members.
- Heads of each department presented the status of the scheduled activities. And also mentioned the reason for the rescheduled activities.
- Father Principal recommended to follow the proposed activity list by each department and to reduce the number of sudden events.
- HoDs agreed to complete the pending events before the end of odd semester.
- The IQAC coordinator also gave a clear idea about the mandatory activities which have to be conducted by each department.

The meeting concluded by 3.20 pm with a thank you note by the IQAC coordinator.

Prepared by: 

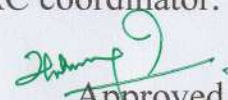
Ms. Siji Jose

IQAC Secretary

Reviewed by:

Dr. Joy Joseph Puthussery

IQAC Coordinator



Approved by:

Fr. Dr. Paulachan K J

Principal

Meeting on 10.10.2022.

Venue : Chetana.

Time : 2.00pm.

Members :

1. Rev. Fr. Dr. Paulachan K.J
2. Mr. Robert Fernandez *for Rich.*
3. Mr. Jayakrishnan S *for*
4. Dr. Joy Joseph Puthussery *is job*
5. Ms. Grace Benny
6. Dr. Mathew Jose K. *for*
7. Ms. Sonia Thomas
8. Ms. Teresa Parackal. *for Parackal.*
9. Dr. Sabu Varghese. *for*
10. Ms. Emily Ibbichan.
11. Ms. Siji Jose. *for*