30th June 2021

Subject: Action Taken on IQAC Meeting Minutes (26/06/2021)

Respected Members,

Following the IQAC meeting held on 26/06/2021, please find the below action taken on the discussed agenda items:
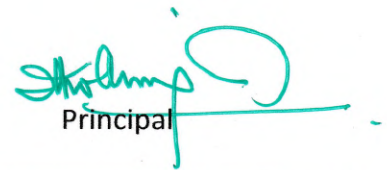
1. **Streamlining Extension and Outreach Activities:** Scheduled a meeting with extension and outreach coordinators to discuss future plans. Assigned the task of drafting proper plans for extension and outreach activities.
2. **Revamping Naipunnya Excellence Awards Process:** Initiated discussions on revamping the process. Considered the suggestion of creating an SSR similar to NAAC SSR for institutions applying for the awards.
3. **Enhancing Industry Exposure for Students:** Acknowledged the suggestion from Mr. Jayakrishnan regarding internships at Infopark, Koratty. Planning to develop more concrete plans for industry exposure opportunities.
4. **Establishing Naipunnya Start-up with Students:** Entrusted Mr. Sam with the responsibility of researching the process and procedures for starting a Naipunnya start-up with students. Exploring the feasibility of the proposed plan.
5. **Enhancing Teacher Competency:** Acknowledged the importance of teacher competency for future survival. Considering the implementation of mandatory PhD and NET qualifications in the coming years.
6. **Library Development and Restructuring:** Taking into account Dr. Mathew's suggestion regarding the development and possible restructuring of the library. Planning discussions with management on library enhancement strategies.

We appreciate the active participation and cooperation of all members in the successful conduct of the meeting and the subsequent implementation of the action items.

Sincerely,

IQAC Secretary

Principal

29th November 2021

Subject: Action Taken on IQAC Meeting Minutes (22/11/2021)

Respected Members,

Following the IQAC meeting held on 22/11/2021, please find the below action taken on the discussed agenda items:
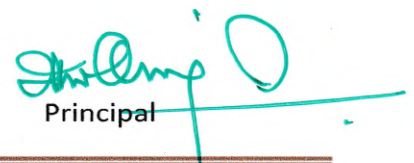
1. PG Program Restructuring: Create separate filing for PG programs as suggested by the NAAC coordinator. Arrange activities such as NET coaching, competitive exams coaching, and MERAKI for PG students.
2. Automated Question Paper Generation: Departments should start working on the question banks for the 4th semester. Ensure 10% of questions are added to the question bank every year. Incorporate new question bank into CIE 2 of the first semester (2021 admission).
3. STED Council Courses: Implement STED Council courses as opted by different departments.
4. Funded Projects: Complete the ongoing funded project under the Department of CS. Encourage all teachers to explore opportunities for bringing in more funded projects.
5. Incubation Centre: Allocate space for the incubation centre in the college. Utilize the received amount for internal projects, such as an ERP system with the help of the CS department. Departments should brainstorm and propose innovative project ideas.
6. R-Collective Ver 3: Divide and allot faculty in each department under a faculty member with a doctorate.
7. Naipunnya Excellence Award: Plan various departmental programs for the Naipunnya Excellence Award. Aim to conclude the program by January 12th and distribute awards on College Day.
8. Earn while Learn: Departments, except Languages, should brainstorm and propose innovative ideas for activities during Christmas.
9. Placement Activities: Maintain a placement register to record student placements. Continue placement activities under the leadership of Mr. Santhosh Thanikath.
10. Digital Content Creation by Faculty: Encourage more faculty members to create digital content.
11. ASAP: Await further communication after completing registration.
12. NAAC Audit Status: Cross-check AQAR for correctness of files uploaded. Work on disrepancies to ensure correction. Schedule reaudit on December 6th. Conduct a meeting with HODs to discuss department strategic plans and NAAC recommendations.

We appreciate the active participation and cooperation of all members in the successful conduct of the meeting and the subsequent implementation of the action items.

Sincerely,

IQAC Secretary

Principal

27th February 2022

Subject: Action Taken on IQAC Meeting Minutes (21/02/2022)

Respected Members,

Following the IQAC meeting held on 21/02/2022, please find the below action taken on the discussed agenda items:
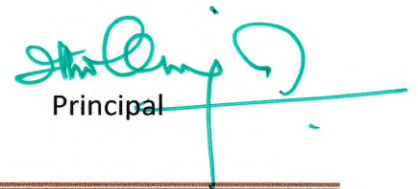
1. **NIRF Submission**: Data required for NIRF has been submitted.
2. **AISHE Submission**: Efforts are underway for AISHE submission, with the deadline set for February 28th.
3. **R-Collective Research Papers**: Despite 17 research papers being produced, there is an expressed need for a greater number. Faculty members are encouraged to increase their research output.
4. **Naivigyan Papers**: Only 9 papers have been submitted so far. Dr. Joy emphasized the need for at least 20 papers for inclusion in Naivigyan.
5. **Department Proceedings**: National conferences for all departments except Commerce and Additional Languages have been completed. Departments are also working on ISBN approved proceedings.
6. **Naipunnya Excellence Awards**: Competitions concluded on January 14th, with over 80 students participating from various institutions. St. Joseph's HSS, Karukutty emerged as the overall winners. Prize distribution will occur on College Day.
7. **Digital Content Development**: Faculty members are engaged in recording digital content development with IT support.
8. **Unnat Bharat Abhiyan**: Initial processes are completed, including application submission and addressing queries.
9. **AQAR Submission**: AQAR for 2021-22 was submitted on February 7th, 2022. Ms. Bini thanked all criteria heads for their support, noting areas for improvement such as incubation centers and funded projects.
10. **NAAC Systems Implementation**: Policies have been created for five main areas, and efforts are underway to standardize use across departments. More policies are forthcoming to ensure further standardization.
11. **NAAC Workshop**: A workshop was held for criteria heads to analyze past achievements and plan for the upcoming year. External expert involvement is being considered for guidance.
12. **Naipunnya International Office**: A new office has been established on campus to promote foreign language education, competitive exam preparation, and consultancy services for education abroad.
13. **Areas for Improvement**: Ms. Bini suggested focusing on faculty grievances, alumni strengthening, and conducting NAAC workshops for outside institutions. Grievance portals have been set up, and plans for alumni registration and future workshops are in place.

We appreciate the active participation and cooperation of all members in the successful conduct of the meeting and the subsequent implementation of the action items.

Sincerely,

IQAC Secretary

Principal

31st May 2022

Subject: Action Taken on IQAC Meeting Minutes (27/05/2022)

Respected Members,

Following the IQAC meeting held on 27/05/2022, please find the below action taken on the discussed agenda items:

1. Formation of Scholarship Policy Committee: As scholarship policies need to be formulated, a committee should be formed consisting of relevant stakeholders such as faculty members, administrators, and student representatives. The committee will be responsible for researching existing scholarship policies, gathering feedback from stakeholders, and drafting comprehensive scholarship policies tailored to the institution's needs.

2. Appointment of Documentation Faculties: Two faculties will be appointed specifically for documentation purposes. These faculties will be responsible for collecting, organizing, and maintaining all necessary documents required for NAAC accreditation and other institutional purposes.

3. Setting up NAAC Office: A dedicated office space for NAAC-related activities needs to be established. This office will serve as a centralized hub for coordinating all NAAC-related tasks, including document collection, preparation, and communication with NAAC authorities.

4. Establishment of Counseling Cell for Parents: A counseling cell for parents should be proposed and established to address their concerns and provide support. This cell can offer guidance on various aspects related to their children's education, career choices, and overall well-being.

5. Planning Mega Expo: A committee should be formed to plan and organize a mega expo to showcase the institution's achievements, facilities, and academic programs. This expo can be an excellent opportunity to attract prospective students, parents, and stakeholders, and promote the institution's brand.

6. Streamlining Extension and Outreach Activities: Proper plans need to be developed to streamline extension and outreach activities. A committee should be formed to assess current practices, identify areas for improvement, and develop strategies to enhance the effectiveness and reach of these activities.

7. Preparation for Re-Audit: All seven criteria leaders should ensure that NAAC documents are in order and ready for the re-audit scheduled for May 30-31, 2022.Any pending tasks or discrepancies should be addressed promptly to ensure a smooth and successful re-audit process.

8. Orientation for New NAAC Coordinator and IQAC Secretary: Ms. Sonia Thomas (the new NAAC coordinator) and Ms. Siji Jose (the new IQAC secretary) should undergo orientation sessions to

familiarize themselves with their roles and responsibilities. They should be provided with necessary resources and support to effectively carry out their duties.

We appreciate the active participation and cooperation of all members in the successful conduct of the meeting and the subsequent implementation of the action items.

Sincerely,

IQAC Secretary

Principal