9ᵀᴴ July 2022

Subject: Action Taken on IQAC Meeting Minutes (01/07/2022)

Respected Members,

Following the IQAC meeting held on 01/07/2022, please find the below action taken on the discussed agenda items:

NAAC Recommended Files and Revised Question Bank: The NAAC coordinator, Ms. Sonia Thomas, has initiated the process of incorporating Bloom's Taxonomy into the revised question bank as recommended by NAAC.

1. Embracium Activities for Academic Year 2022-23: All activities for the academic year 2022-23 will be aligned with the Embracium project, ensuring comprehensive engagement of students and faculty.
2. Event Documentation Procedure: The proposed revised event documentation procedure, effective from 01/07/2022, has been shared and circulated among the relevant stakeholders. Pre-event brochures and write-ups are to be forwarded to events@naipunnya.ac.in at least 3 days before the event, and post-event reports are to be submitted with the shared event link.
3. Earn & Learn Scheme and Funded Projects: Heads of departments have been reminded by the Principal to take the Earn & Learn scheme and funded projects seriously, emphasizing their importance in student development.
4. Mega Expo Planning: Plans for organizing a Mega Expo are underway, with departments instructed to outline their activities and strategies for the event.
5. Streamlining Departmental Activities: Following Fr. Paul's suggestion, departments are in the process of streamlining their activities, with detailed plans being formulated to ensure efficient execution.
6. Sub Committee Meeting Dates: The NAAC coordinator has scheduled subcommittee meetings for Criteria 1 and 2 on 15/07/2022, Criteria 3, 4, and 5 on 22/07/2022, and Criteria 6 and 7 on 29/07/2022, all to be held from 2:00 pm to 3:00 pm.
7. NAAC Audit Schedule: The NAAC audit schedule, as suggested by the NAAC coordinator, will be finalized and communicated to all relevant parties in due course.

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

18th September 2022

Subject: Action Taken on IQAC Meeting Minutes - 13/09/2022

Respected Members,

Following the IQAC meeting held on 13/09/2022, please find the below action taken on the discussed agenda items:

Rubric for Direct Assessment Methods: Objective: Establish a fair rubric for calculating attainment through direct assessment methods. Tasks: Develop a rubric based on the percentage of students attaining minimum 45% marks in exams. Allocate 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%. Timeline: Complete development of rubric within 2 weeks.

1. Internal Assessment Component Revision: Objective: Revise internal assessment component to align with university requirements. Tasks: Split mark component into two parts: 50% from model exam and 50% from the average of best 3 marks from CIE1, CIE2, CIE3, and CIE4. Ensure that CIE marks are added to computation of internal marks rather than assignment marks. Timeline: Implement revised assessment component within 1 month.
2. Minimum Pass Requirement in Remedial Exams: Objective: Establish a minimum pass requirement for scoring remedial exams. Tasks: Set minimum pass threshold for Remedial 1 and Remedial 2 exams of CIE2. Ensure that only scores meeting or exceeding the threshold are considered in final assessment. Timeline: Implement minimum pass requirement for remedial exams within 2 weeks.
3. Alignment of Internal Marks: Objective: Ensure consistency between internal marks submitted to university and marks recorded in Linways. Tasks: Conduct a thorough review of internal marks recorded in Linways. Verify that the data aligns with what is submitted to the university. Address any disparities found and make necessary corrections. Timeline: Complete alignment of internal marks within 1 month.

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

16th October 2022

Subject: Action Taken on IQAC Meeting Minutes - 10/10/2022

Respected Members,

Following the IQAC meeting held on 10/10/2022, please find the below action taken on the discussed agenda items:

Status Update on Scheduled Activities: Each department head to provide a brief overview of completed and ongoing activities as per the schedule. Highlight reasons for any rescheduled activities. Ensure alignment with the proposed activity list.
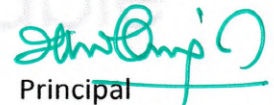
1. Rescheduled Activities: Review reasons for rescheduling and ensure necessary adjustments to avoid future disruptions. Coordinate closely with department heads to mitigate any potential conflicts.
2. Recommendation by Father Principal: Emphasize adherence to the proposed activity list by each department. Minimize sudden events to maintain organizational stability and focus.
3. Clarity on Mandatory Activities: IQAC Coordinator to provide clear guidelines on mandatory activities for each department. Ensure understanding and compliance from department heads.

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

06th December 2022

Subject: Action Taken on IQAC Meeting Minutes - 01/12/2022

Respected Members,

Following the IQAC meeting held on 01/12/2022 please find the below action taken on the discussed agenda items:

AQAR Submission Deadline: Confirm the deadline for AQAR submission. Ensure all departments are aware of the timeline and requirements for submission.
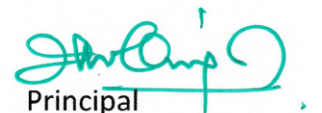
1. Status Update on File Uploads: Each criteria head to provide an update on the status of file uploads. Address any issues or delays and establish a plan for completion.
2. Pending Files Overview: NAAC Coordinator to review pending files with each criteria head. Identify any bottlenecks and prioritize completion accordingly.
3. Assistance and Deadline for Documentation Process: Dr. Joy Joseph Puthussery to offer assistance for any issues encountered during file uploads. Emphasize the importance of completing the entire documentation process by 05/12/2022.
4. Upcoming NAAC Sponsored Seminar: Provide details of the seminar scheduled for 9th-10th January 2023. Coordinate logistics and ensure necessary preparations are underway.
5. Alumni Meet and Mega Alumni Meet Planning: Review the status of the Alumni meet scheduled for Dec 26, 2022. Initiate planning for the Mega Alumni meet proposed for 26th January 2023.

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

19th December 2022

Subject: Action Taken on IQAC Meeting Minutes - 15/12/2022

Respected Members,

Following the IQAC meeting held on 15/12/2022, please find the below action taken on the discussed agenda items:

1. Revision of Program Outcomes (POs): The number of POs for both UG and PG courses has been compressed to 5. PO4 will now incorporate components from current PO4, PO6, and PO7.

1. Revision of Program Specific Outcomes (PSOs): PSOs for respective programs will be revised based on the outcome provided by the University. NAAC Coordinator will share a copy of the University order for reference.
2. Course Outcome Tools: Test 1 (Internal Assessment): Mapping as per the contribution of the first two modules to Course Outcomes (COs). Test 2 (Model Exam): Maximum contribution of the last three chapters to COs. Assignment: Contributes to all COs. Seminar: Contributes to all COs.
3. Program Outcome Workshop: A workshop for Criteria 2 members and Heads of Departments (HODs) will be arranged in January. The workshop will focus on revising and aligning Program Outcomes.

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

28th February 2023

Subject: Action Taken on IQAC Meeting Minutes - 22/02/2023

Respected Members,

Following the IQAC meeting held on 22/02/2023, please find the below action taken on the discussed agenda items:
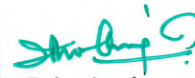
1. Updating Files for NAAC Audit: Assigned departmental heads to ensure the files pertaining to the odd semester 2022-2023 are updated. Scheduled the first audit for 27th and 28th of February 2024.
2. Second Audit Schedule: Scheduled the second audit of 2022-23 files for 30th and 31st of March 2024.
3. Utilization of Alumni Fund: Noted the suggestion from Dr. Mathew Jose, HoD Commerce Department, to utilize Alumni fund for starting a printing press in Naipunnya.
4. Positive Feedback from Alumni Meet: Acknowledged the positive feedback from the Alumni meet of NIMIT. Distributed special membership cards to around 300 attending alumni on 26th January.
5. Initiation of Locker Facility: Confirmed initiation of locker facility for students to safely keep their mobiles in classrooms. Installation of locker boxes in classrooms to be completed next week.
6. Assigned respective class teachers as custodians of the lockers.
7. Commencement of New HM Block Construction: Confirmed the commencement of construction for the new HM block from March.
8. Display of Revised Vision and Mission: Tasked the responsible personnel to ensure the revised vision and mission of the institution are displayed on the college website before March 15th, 2024.

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

04th May 2023

Subject: Action Taken on IQAC Meeting Minutes - 28/04/2023

Respected Members,

Following the IQAC meeting held on 28/04/2023, please find the below action taken on the discussed agenda items:

- NAAC Reaccreditation Plan: Ms. Sonia Thomas briefed the staff about the plan for reaccreditation. Document compilation for the 5-year SSR began in June as scheduled. Progress is being monitored to ensure completion of the SSR work by October. Preparation for the submission of IIQA in February 2024 is underway.
- SWAS Rebuild Mission: Construction of a house for a deserving student progressed smoothly under the SWAS Rebuild mission. Plans were made for a housewarming ceremony expected in June.
- Add-on Course Integration: All departments forwarded the new Add-on course list to the admission committee for integration into the admission prospectus.
- Conclusion Ceremony of 25th Silver Jubilee Celebration: Plans were made for the conclusion ceremony of the 25th Silver Jubilee celebration, Embracium, to be conducted in June. Presentations on various initiatives under the Embracium projects were prepared. Arrangements were made to hand over house keys as part of the rebuild mission during the program.
- Expansion of SWAS Initiative: The suggestion to adopt 2 Pagalvedu in Koratty Gram Panchayat to support senior citizens under the SWAS initiative was noted for evaluation.
- Initiation of Campus Radio Program: Plans were made to initiate the campus radio program in the upcoming semester. Necessary infrastructure and resources were arranged for the radio program.

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