

**MINUTES OF IQAC MEETING 2019-2020**

Naipunnya



**Minutes of IQAC Meeting on 06/06/2019**

Venue : Main Block ,Conference Hall

Date : 06/06/2019

Time 2.30 pm

Dr Joy presided the meeting. He started by informing all the members about the successful completion of all the stages. He mentioned that 70 % of our evaluation is done and we have the new 30% which depends on the NAAC visit. He informed the relevance of getting accredited and that it has to be taken very seriously throughout in the future.

The Joy enquired the need of a final audit with all the criteria which need is be completed by 13 and 14th. He requested all the criteria lenders also need to go for the audit. The members agreed on conducting a final audit towards getting ready with all the pending areas, if any. If there are any pending fi, it can be done on June 15th Saturday

He also informed about the Mock visit. All departments need to be cleaned and kept ready with all the files before the visit. Fr. Paul enquired about the file maintenance within the respective departments. If any department needs any requisitions with regard to racks or cupboards it has is be given immediately. It was also informed that if needed a classroom could be taken for placing the

Dr. Joy reminded all the departments to be ready with the profile which needs to be included with all the detail from its history onwards. He informed that a presentation of the same need to be done a front of a team before the mock visit so that if any changes are required it could be incorporated. The PPT should be made for 10 minutes and a copy could be provided for the members to go through. It was planned to have it on June 11th in the afternoons session by 2:30 pm at the Man Block Seminar Hall

Dr. Joy also informed that all the HoDs need to ensure that the 2018-19 data in updated within the department.

Dr. Joy explained that we are the first Self-Financing college moving for accreditation. He spoke about relevance and also about the process of work that was done through the last 3-4 years to reach the final stage. He appreciated all for the efforts put in and she requested all to move forward with the same confidence

As the number of departments are less the NAAC team may spend more time with each department where we need to be ready to present before them whatever i asked for. There can be an interaction which may go up to 30 minutes. Dr. Joy also opined that each department could also include the 2019-20 data in the presentations so that showcases that we are having things going on within the departments which shows the progress. Dr. Joy informed that every year before September 30th, we need to submit the AQAR. He reminded that we need to thank and accept the as a quality improvement rather than just getting a grade only.



**Naipunnnya Institute of Management and Information Technology**

Lastly Dr. Joy explained about the NAAC visit happening on June 26th and 27th. He briefed about each areas beginning with the arrival of the team. As itinerary will be made and if it is confirmed by the tram we may follow. He informed the presence of everyone during receiving the team.

The presentation of the Principal is very crucial which need to be done very well. Mr. Sabo Varghese opined that all need to be careful during interaction with the NAAC team. We need to talk only about the relevant areas and nothing unnecessary. An auditors meeting to be called for by tomorrow to brief on certain areas to be taken care of Dr. Joy concluded the meeting by expressing the unity that need to be shown. He said that even though there can be difference of opinion we all need to stand together and work in unity which shows our strength Decisions Final Audit to happen on 13th and 14th. Mock Visit to be on June 19th or 20th. Department Profile Presentation to be ready on June 11th in the afternoon by 2:30pm Students to be trained on certain NAAC terminologies.

Prepared by ,

  
IQAC Secretary



  
Principal

**Minutes of IQAC Meeting on 19/06/2019**

Venue: Main Block, Conference Hall

Date: 19/06/2019

Time :3.20 pm

**Agenda**

MOCK VISIT REVIEW

MODIFICATIONS REQUIRED AS PER MOCK VISIT

FINAL PREPARATIONS FOR THE NAAL VISIT

**Minutes**

Dr. Joy presided over the meeting by stating the review of the Mock visit that was held. He explained that the mock visit went on fine and that the team appreciated all the Departments for the presentation that were made. The team also suggested on placing a brief profile of the department as hard copy which could be gone through by the NAAC members. He also added that the team had given very good remarks about the institution. The interaction with the students went fine. In the initial part the students were reluctant to answer the questions and they had to be prompted for giving out the responses.

As per the suggestions of the NAAC peer team who came for the mock visit, it was told that many of the matters are there which could be highlighted and focused. It was also suggested that we need to showcase what all we have in the most proper manner. The team also appreciated the faculty team for the dedication and commitment that was put forth. The team was very impressed with the Pets Gallery and the Garden. They opined that they had a different feeling seeing this institution and also added that due to the shortage of time the file verification has not taken place in a proper way. It was a random check and so that need to be looked into.

Dr. Joy added that there were some shortcomings during the Mock Visit which need to be considered during the Final NAAC visit. He asked all the Department HoDs to make a final check into all the areas and to be ready to face the NAAC team on June 26th and 27th. He also reminded all to be calm and not to panic as we will definitely get a grade awarded and wished all to b hope for the best. The meeting concluded by 4 pm.

**Decisions**

Files to be done with a final check.

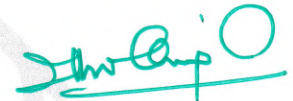
Make necessary arrangements for the NAAC visit on 26th and 27th.

To ensure the presence on the NAAC visit days.

Prepared by



IQAC Secretary



Principal

**Minutes of IQAC Meeting on 06/09/2019**

Venue: Main Block, Conference Hall

Date: 06/09/2019

Time :3.20 pm

**Minutes**

Meeting began with a silent prayer


- Analysis of the NAAC Peer Team report is done.
- Principal appreciated the entire IQAC team for the remarkable achievement of getting accredited with B++ Grade. As well reminded to work more proactively towards the betterment of the institution in line with suggestions and recommendations of NAAC.
- The NAAC criterion wise division of the team for the year 2019-20 was decided.
- The Audit of data, for the year 2018-19 will be starting in the first week of October, under the supervision of IQAC coordinator, Dr. Joy and NAAC Coordinator, Ms. Bini.
- Principal congratulated the IQAC team for organizing the Knowledge Series Programmes 1 and 2 for the advanced learners and communicative skill training programme for students with poor communication skill.
- The Faculty development programme initiated by IQAC, was well appreciated by Principal. As well IQAC decided to conduct Faculty Training sessions in MOOC on 26 of September.
  - Principal reminded the department heads to go ahead with the execution of the Unnath Bharat Mission initiated by the IQAC, without delay immediately after the reopening.
- Alumni Registration process of the institution is in progress.
- IQAC initiative, Relief Build Mission, Version 2 had attained the expected outcome and Principal appreciated the entire team. As continuation to the mission, regular follow ups will be done on the project and fund will be utilized in the qualitative manner.
  - Panchayat Member, Ms. Kumari Balan conveyed, sincere support towards all activities of the institution. As well congratulated the management team for all the sincere efforts taking for the betterment and upliftment of student community near around.

Meeting concluded at 3.55 PM.

Prepared by

  
IQAC Secretary



  
Principal

**Minutes of IQAC Meeting on 01/10/2019**

Venue: Main Block, Conference Hall

Date: 01/10/2019

Time :3.20 pm

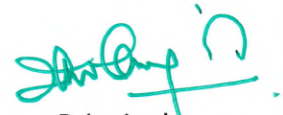
**Minutes:**

- Dr. Joy Joseph Puthussery, IQAC Coordinator appreciated the coordinators of rebuild mission, the flood relief program, an initiative of IQAC. The team was able to collect an amount of Rs. 81213/- from the student community and Rs. 149,764 was collected from the teaching and non- teaching staff members. The amount will be utilized for quality enhancement at Attapady depending on the requirement.
- As part of information sharing about NAAC, it was decided to conduct a workshop for outside colleges as an initiative of IQAC. Dr. Joy Joseph Puthussery, IQAC coordinator and Ms. Bini Re Jose, NAAC Coordinator were given the charge for the same.
- Since the main drawback pointed out by the NAAC was the lack of research publications in our college, Fr. Paul suggested that the IQAC organize a research paper writing workshop for the teachers. Ms. Bindu G was given the charge for the same.
- Audit of 2018-19 is decided to be conducted during the first week of October onwards. The departments are expected to complete any pending areas before. Dr. Joy also put to notice that since the AQAR submission has to be done soon, the departments are requested to be prepared with 2018-19 and 2019-20 data.

Prepared by

  
IQAC Secretary



  
Principal

**Minutes of IQAC Meeting on 22/11/2019**

Venue: Main Block, Conference Hall

Date: 22/11/2019

Time :3.20 pm

**Minutes:**

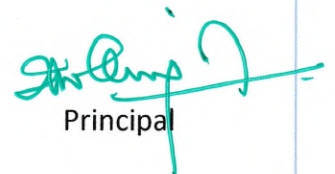
The meeting started with a silent prayer

- IQAC coordinator appreciated and congratulated the entire team for the successful conduct of the NAAC workshop and R Collective. As continuation of the NAAC workshop, we have started consultancy services, extending support to nearby institutions for getting accredited.
- As continuation to R Collective initiated, Research proposal competition is organized wherein all teachers are suggested to send a proposal with a title and three objectives, in which the best proposal will be awarded with prizes.
- Third series of Knowledge Lecture series, an initiative of IQAC was well appreciated
- Mr. Sabu Varghese suggested utilization and guidance of the faculty with PhD inside the campuses the doors towards research is opened in an effective manner
- Dr. Jacob suggested mentor groups should be formulated for all faculty members for effective development of research publications from faculty members
- All PG projects and 50 best projects of UG from all departments, should come up as publication HoDs are entrusted to take up responsibility for the same
- Best project of each department is decided to be awarded with endowments. HoDs are responsible for choosing the best project from the department
- Audit of 2018-19 data has been completed but there were certain areas which are yet to be completed A re-audit for the same was decided to be conducted on 27/11/2019 and 28 /11/2019. HM department is well appreciated for their perfect filing system,
- Audit of 2019-20 data has been scheduled for the 1 week of December
- Question papers of internal and external exams is decided to be uploaded to D space.
- The department heads were asked to open files for each recommendations given by NAAC and start working for the same.

Prepared by

  
IQAC Secretary



  
Principal



**MINUTES OF IQAC Meeting on 10/01/2020**

Venue: Main Block, Conference Hall

Date: 10/01/2020

Time :3.20 pm

The meeting started with a silent prayer.

- Dr. Joy intimated that, uploading of 2018-19 data will be completed on 15/1/2020. The NAAC team requires cooperation from all criteria leaders as and when called.
  - Audit of 2019-20 data will begin by January 23 and all departments are expected to come up in documentation to the expected level.
- The review of department perspective plan is done during the meeting and Principal suggested all department heads to work towards the same.
  - Principal announced that, Governing Body meeting will be hosted on January 21,2020 and the agenda of the same was briefed.
  - As well suggested departments, to call for the Alumni meeting of their own respective departments
  - Principal suggested all criteria leaders to come up with presentations, for the betterment of each criterion in the first week of February.
- The PTWA fund details was discussed and revealed in the meeting.
- The moving library is maintained in a good manner. Commented by the language dept. Head.
- Principal reminded the department heads to work on the best 10 projects from the department which is to be rewarded on the day of College Day.

Prepared by

  
IQAC Secretary



  
Principal

**Minutes of IQAC Meeting on 16/03/2020**

Venue: Main Block, Conference Hall

Date : 16/03/2020

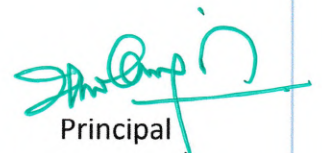
Time : 3.20 pm

- IQAC coordinator informed AQAR data of 2018-19 is completed and for the final perfection
- and cross verification criteria leaders are entrusted with the responsibility which is expected
- to be completed by 20/3/2020.
- . The final audit dates of 2019-20 is scheduled on March 18,19 and 20. The audit schedule will be sent immediately from NAAC
- HoDs are requested to be ready with " NAAC recommendation file" for audit happening on 18,19 and 20 of March
- IQAC coordinator brought the following areas into the notice of the team and appreciated the team's efforts in these areas
  - The completion of Alumni registration process for the year 2019-20
  - NAAC consultancy with 7 institutions for the year 2019-20 is really a proud achievement for the entire team of NIMIT
  - Green audit work is in progress under the coordination of Criteria 7 team members
  - The best research projects and guide awarding ceremony for the college day was really an inspiration to the students and faculty members, to enhance the quality of research work for the coming academic years.
  - As well institution could successfully release the ISBN publication-a collection of multi-disciplinary research papers named Naivigyan. Departments collective effort for the conduct of National conference is appreciated and it's an achievement that two departments could come up with proceedings named Danpath and Vigyan by commerce and computer science respectively. Congratulated the team's effort for the successful completion of phase one rebuild mission.
  - Geotagged photographs are a mandatory requirement for NAAC and arrangements are made for the same with the IT team.
  - The best practices chosen for the academic year 2019-20 are - All activities inculcating research culture in the institution and excellence awards giving to outside institutions for academic excellence, environmental protection and social justice which we could accomplish successfully for the year 2019-20.

Prepared by



IQAC Secretary



Principal

**Minutes of IQAC Meeting on (07/04/2020)**

Venue: Main Block, Conference Hall

Date: 16/03/2020

Time :3.20 pm

**Minutes:**

Meeting commenced with a silent prayer at 10:00 AM

**Ms. Saritha Devi presented the perspective plans of Criteria 1:**

1.1.1. Linways has to be designed in such a way that the parents are given permission to access the same to get information about the students

1.1.2. Certificate courses have to be conducted by all the departments and the departments have to ensure that the program is conducted for 30 hours mandatorily. A suggestion regarding the same is to make the certificate programs available for all the students. The period during which the program has to be conducted is yet to be decided upon.

1.3.1-Each department has to properly identify the syllabus for cross-cutting issues relevant to professional ethics, gender, human values, environment and sustainability.

1.4. Feedback system. The feedback system has to be redesigned for different stakeholders. All the departments have to prepare an action taken report which has to be sent to the university. A formal mechanism has to be implemented in the institution for feedback mechanism. The time at which the feedback has to be collected should also be identified.

**Ms. Binju presented the perspective plans for criteria 2:**

2.1- An automated admission system has to be implemented for the admissions. Admission register has to be prepared within 15 days after the admissions are closed in the college

Community certificate has to be mandatorily collected from students who take admission through different communities.

2.2-Expressions program has to be restarted to identify talented students

SSP and WWS group students has to be identified

Bridge courses has to be conducted by all departments and proper documentation has to be maintained

A formal mechanism has to be implemented for conduct of ability test in all departments

Teachers has to ensure that after a remedial coaching is conducted proper retests has to be taken for the students.

2.3- There should be a minimum of 15 students participating in different inter college seminars and conferences from each department. The students can be asked to enroll in MOOC courses. It was suggested that a class can complete their certificate program through MOOC

- Peer teaching has to be practiced in all departments. Panel discussion has to be restarted, At least 2 workshops and seminars has to be conducted by each department.
- Minimum of 1 Interdepartmental competition has to be conducted
- Research papers publications has to be made compulsory for all post graduate students
- Cs department-should look into conducting Mini projects.
- HM- Skill Development class can be conducted
- Commerce-Case study, Budget analysis
- Language-Role play, short film

2.5- CIE has to conducted in the institution. Notifications regarding exams has to be published in the college websites. Printouts of the university results has to be maintained in the departments. Exam grievance cell has to conducted at least 1 meeting in each semester and has to properly function.

2.6 Program outcomes and Course outcomes- to be worked on.

**Criteria 3:**

- Research center has to be established with a separate library.
- Department wise research journals can be published with publication by teachers and students. Workshop for students who are interested in the incubation center can be conducted.
- We can check the possibility of student exchange programs.
- How the students can apply for funded projects can be identified and students should be motivated to apply.

**Mr. Sebastian presented the perspective plans for criteria 4:**

- Certain needs in the physical facilities were identified:
- Kabaddi Mat
- Roofing the Tug of War weight area
- Korf for Korfball
- Outdoor fitness area
- Attacking machine for volleyball
- More e resources have to be made available in the library
- The number of reference books has to be increased as per NAAC recommendation
- Punching facility for teachers has to be introduced in the library
- There should be an increase in the number of computers in digital library.



- Touch screen display board has to implemented
- Internet bandwidth has to be increased

**Ms. Shajitha presented the perspective plans for Criteria 5:**

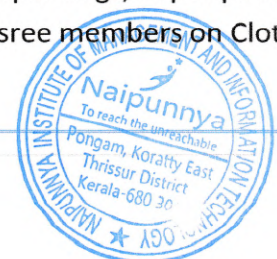
- At least 1 class of Life skills, Yoga and health and hygiene has to conducted for the students monthly.
- the number of students placed are very less.
- The final year students have to be given external training for the placements since
- Coaching for NET, PSC exams etc. has to be made available for interested students in the campus
- Each department has to conduct an event for their alumni
- A common Badminton champion can be conducted for the alumni.

**Ms. Sonia presented the perspective plans for Criteria 6:**

- Meetings of grievance redressal committees has to conducted regularly has proper documentation has to be maintained for the same.
- Budget statements has to be prepared for E-governance also.
- Annual e governance report has to be created
- Teachers who are provided with financial support has to submit proper documents to be finance office
- Institution should look in for conducting certain development programs for non- teaching staff.
- Teachers who are attending seminars and workshops has to ensure that the program is at least of 2 days and they have to submit their scanned certificates to the departments.
- Proper documentation has to maintained for funds and grants that are received from different agencies.

**Ms. Anitha presented the perspective plans for Criteria 7:**

- A self-defense class has to arranged for women safety.
- ANANYA, the women cell can organize certain skill development programs for the students.
- July 12, Malala DAY has to be celebrated to honor women and child rights.
- All such days has to be celebrated with great importance.
- Next year onwards on Women's' Day paper presentations can be conducted in the Institution.
- Gender Sensitization class can be conducted for boys too.
- For promoting green practices in the campus:
  - "Plastic Free Campus' Display boards to be placed in the campus
    - Promotion of Green Citizenship/Green protocol in the Campus
- Initiatives for Plastic reduction in the nearby households
  - Workshop/Training sessions on Making Cloth bags, Cloth pouches, Paper bags, Paper pens
  - Workshops for the women in the surrounding areas or the Kudumbasree members on Cloth Bag making, Paper bag making, etc.



**Naipunnya Institute of Management and Information Technology**

- Competition on Best out of waste and exhibition cum sale
- Award/Appreciation for Greening the classroom:
  - Environment awareness seminars
  - Planting of one sapling in a year by any celebrity or renowned person who visits the Campus
  - Green Campus Appreciation Award:
  - Constitution of an Internal Green Audit Committee

Meeting concluded at 11: 30 A.M

Prepared by



IQAC Secretary



Principal

**Minutes of IQAC Meeting on 27/04/2020**

Venue: Main Block, Conference Hall

Date: 27/04/2020

Time :3.20 pm

**MINUTES**

**CRITERIA 1:**

Tentative dates for the following have to be decided by the department heads:

- Internship dates for BBA, BCA and BA English for 1 week Including the presentations and the Viva.
- The sports students of the BBA final year BBA have to be also included in the program effectively Industrial Interaction and Industrial visits. As of now only happening for the first year during the orientation. At least 2 programs have to be conducted for the year and at least one of the programs should be done with the Alumni. The dates for Industrial Visits of the final years should also be planned. Separate coordinators have to be selected for each program.
- Mini projects- CS department will plan for the following for the coming academic year onwards. A coordinator has to be selected for the same.
- Certificate and Diploma Programs- From the coming academic year onwards, the program will be planned for the first years onwards. The students should be able to get a certificate/ diploma program each year. Funding part has to be taken into consideration. A common Certificate program for Communicative English for the first years can be planned for the academic year for 30 hours by an external agency during the initial days for commencement of the year. A suggestion was made to complete a certificate program for 1 batch of the CS department through MOOC courses. Separate coordinators have to be selected from each department.

Curriculum Delivery- The assignments and seminars have to be conducted through linways rather than submitting a physical copy.

- Book Publication- Each department is suggested to come up with a publication of a book regarding any subject.

Paper publications- Each class is required to come up with at least a paper publication. The first years can be asked to come up with papers. Shortcomings: The departments should properly identify the courses from the syllabus which include gender, human values etc. and should be filed. The area has to be highlighted and should be filed. Form of the syllabus feedback which is taken during the end of each semester will be revised for the academic year. The departments have to conduct the feedback and create a report which is to be sent to the Chairman of the University.

**CRITERIA 2:**

Tentative dates for the following have to be decided:

- Walk with the Scholar-Departments have to come up with programs for the same other than those conducted in institution level. A coordinator has to be decided upon department wise.
- Student Support Program- The activity has to be conducted in a much better manner for all departments with proper logbooks and other documents. A coordinator has to be decided upon department wise.
- Bridge Course: The activity for the CS department was not complete for the present academic year.
  - The Language Department hadn't conducted the course and all other departments had conducted the program well, Suggestion was to include Mathematics as a bridge course.
  - For the next academic year, there will be 3 bridge courses: Accounting, Mathematics and C programming. A coordinator has to be selected for each department.
- Experiential, Participative learning, Problem solving learning- All the departments have to plan their activities as those coming under these. The departments have to conduct activities such as case study, quizzes, puzzles, role play etc. A suggestion was put across by the criteria head to restart panel discussions and inter- department competitions.
- Seminars and conferences hosted by students. The departments have to utilize the MOUs signed with different colleges and institutions. The students should organize certain small inter collegiate seminars or conferences apart from the conferences organized by the departments.
  - Language Lab- Ms. Grace suggested that the lab should be exclusively used as Language Lab rather than making it available for other departments. A proper schedule has to be created for the first years. Father suggested that during the day 3 hours will be given as language lab and other 2 hours will be for other departments. There will also be a person to support the teachers technically. A query was raised regarding the number of computers in the lab too.
- Convocation Ceremony- The ceremony has to be planned department wise from the 2018-21 batch onwards. There should be a coordinator for the same from each department.

**CRITERIA 3 & 6**

Tentative dates for the following have to be decided:

- Workshop and seminars for PG students- CS and Commerce Department has to come up with the dates of the same for PG students exclusively.

National Seminar Department -All departments have to come up with tentative dates for conducting their National Seminars/Conferences. A suggestion was made to select a date before December.



## ***Naipunnya Institute of Management and Information Technology***

- Extension and outreach activities CUSSP activities of Calicut University comes under the outreach activities. The activity has to be conducted for 2 days at the 22 institutions who were present for Snehasangamam and 1 activity with an outside institution. 11 first year classes are assigned with one institution and the 2020-21 first years will be assigned to the next 11 institutions. Department can plan a half day program for the students. Mr. Robert suggested that the cost part for one visit can be taken care of by the department, then the institution and then by the students alone. The NAAC consultancy fees collected from institutions can be utilized for this activity. The common coordinator, Mr. Gladson, will have to plan out the activities for the departments. There should be a separate coordinator for the same department wise.
  - MOUS and Linkages- As per the revised manual of NAAC, what NAAC requires is regarding functioning of the MOUs signed. Whatever has been written on the MOUs has to be properly executed. Father suggested that we could plan a faculty exchange where in one or two faculties from our institutions can visit these institutions and take sessions for the students there. Each department head is required to select faculties for the same. As a common coordinator, Dr. Joy was assigned and there should be separate coordinators from each department.
  - Faculty training- Tentative dates for the 5 hours of faculty training department wise regarding latest trends and technologies has to be decided upon.
- o Research Paper- Research paper has to be made compulsory for PG students mandatorily.
  - o Journal-At least 1 journal is expected to be published from each department.
  - o FDP Policy- There should be uniformity in filling up the requisition form for funds. The department heads have to support the faculties for the same.

It was decided to call a meeting of the Academic Council on Friday at 10 A.M. to discuss the institutional matters.

Prepared by



IQAC Secretary



Principal

**Minutes of IQAC Meeting Minutes on 01/05/2020**

Venue: Main Block, Conference Hall

Date: 01/05/2020

Time :11.15 am

The meeting started with a silent prayer.

Fr. Paul appreciated the criteria heads for coming up with the suggestions for the betterment of the institution Following decisions were taken after consulting the Principal and Mod's

**Criteria 1:**

Industrial Visits- Tentative dates will be planned by the departments

Industrial Interactions- 2 programs have to be planned by the department. One such activity should be planned with the alumni of the department.

Mini Projects- The CS department will plan the same of 2nd BCA batch students.

Certificate/Diploma Program-This program will be planned for the first and final years. All the first years will have a common certificate program for Communication Skills. Paper Publications will be made compulsory for the PG students. There will a book publication from each department regarding any subject

Separate faculty coordinators will be given the charge for IV, Internships, Industrial Interactions, Mini Projects and Certificate/Diploma programs.

Courses regarding gender sensitivity have to be identified from the syllabus and have to be highlighted and filed in the department.

The Syllabus feedback form has to be revised and Ms. Saritha is given the charge for the same. Linways will be fully utilized in the institution, it will be made accessible to the parents and students.

Mr. Sabu Varghese has been appointed as Director, IT Department Ms. Teresa has been appointed as the Academic Coordinator and Management Representative.Mr. Gladson will be in charge of all the non-academic activities of the institution



## Criteria 2

Walk with Scholar, Student Support Program The department has been asked to come up with proper activities and dates of the same. Bridge Course-The course is being offered for Accounting and C Programming, in addition to this, Mathematics will also be included.

Experiential Participative and Problem solving Learning. Language Lab A proper schedule has to be set up for the same which will be included in the timetable.

Remedial Classes - It is decided that after a faculty takes a remedial session, he has to conduct proper retests for the students.

Convocation Ceremony-From the coming final years onwards, after course completion, a convocation ceremony will be arranged for the students. An automated admission software will be used for the 2020-21 admissions onwards. Community certificates will be collected from the students during the time of admissions itself. Admission register will be filled and completed within 15 days of completion of admissions. Fresher's day will stand cancelled from the next academic year onwards and Expressions program will be restarted Mentoring-The system will be restructured. Training has to be given to the mentors for conducting a proper mentoring process. Management Rests- From the coming years onwards, no Di will be allowed. Fests have to be organized as low/key affairs

Program outcome and Course Outcome- The area has to be looked into. It was suggested that there should be a single class teacher for all 3 years. This will make the consolidations of results easier and the faculty will be able to create a good rapport with the students. The survey form has to be modified.

Continuous Internal Evaluation: The CIE process have been restructured. After the 1 module, class test has to be conducted. The first internal will be conducted after the completion of 1 and 2nd module. After the completion of 3rd and 4th module, a class test each has to be conducted. After completion of all modules, a model exam will be conducted.

## Criteria 3:

- The department has to plan for workshops and seminars that are planned by the students.
- National Conference can be conducted by the department as usual. Extension and Outreach activities-3 Extension activities will be planned where 2 will be to selected institutions(Snehasangaam) and 1 will be an institution of students' choice. Ms. Reni and Mr. Gladson will be in charge of Outreach activities of the institutions. There will be department coordinators to assist them too. Departments have to look into faculty and student exchanges. These activities have to be planned with institutions with which we have signed Mous.
- Dr. Joy is in charge of the Mous and Linkages.
- Ms. Noble will be in charge of the Incubation Center.
- Unnat Bharat-The process to make it functional has to be identified.



**Criteria 4:**

- Sports Facilities-Will be on hold due to a financial crisis because of the prevailing situation.
- Each department will be provided with a scanner and a printer.
- Touch screen displays for the conference hall are being looked into.
- The internet bandwidth has been increased to 20 Mbps
- The departments have been asked to put in any extra requests that they have.
- The library in charge will be Ms. Dhannya.

**Criteria 5:**

- The annual alumni meet will be tentatively held on 26th December.
- The training schedule will be worked on by the training department and will be incorporated in the handbook. Decisions regarding yoga sessions are still pending because of practical difficulties. Regarding placements, there will be a separate placement manager for departments together than HM. Mr. Wilson will be exclusively for the HM department. Career Guidance, which was done by the training department, will now on be looked by the Placement team.

**Criteria 6:**

- Faculty Training- 5 hour will be department organized training and 10 hours of in-house trig has to be planned. Proper functioning of all cells has to be ensured. The NAAC team will look into the same.
- A Discipline Committee for each department has to be set up to look into the discipline of department students. The training of the non-teaching staff will be looked into by the HR Manager with assistance of the Training Department.
- A separate account has to be maintained for PTWA and Alumni. The details regarding, they spend has to be in concurrence with the executive committees, FDP policy has been restructured. A copy of the certificate has to be submitted to the FM giving the fund requisition.

**Criteria 7:**

- There will be a Green Audit team in the institution working for the same.
- Ananya and Bhoomitrasena Club have to decide the activities to be conducted during the Days of celebrations which can be celebrated in the institution has to be decided too.
- It was decided that the SSR for 2019-20 will be opened shortly and shared with the faculty team to work during this period.

The meeting ended at 12:30 p.m.

Prepared by



IQAC Secretary



Principal