

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.


1 IQAC Meeting Minutes

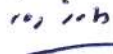


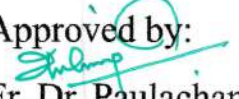
(As of now the photographs for the events will be taken by the IT team, any changes will be notified)

- 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

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



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.

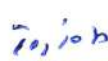
- Dr. Joy Joseph Puthussery , IQAC Coordinator welcomed the team members.
- Heads of each department presented the status of the scheduled activities. And also mentioned the reason for the rescheduled activities.
- Father Principal recommended to follow the proposed activity list by each department and 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



MINUTES OF IQAC MEETING AS ON 01/12/2022

Agenda:

- AQAR submission status

Minutes:

The IQAC meeting was conducted on 01/12/2022. The meeting commenced with a silent prayer.

- Dr. Joy Joseph Puthussery ,IQAC Coordinator informed on the date of AQAR submission
- Status of uploading the corresponding files were briefed by each criteria head.
- Ms. Sonia Thomas, NAAC Coordinator, briefed on the pending files to be done by each criteria.
- Dr.Joy Joseph Puthussery extended help for any issues during the uploading of files and insisted on completing the whole documentation process by 05.12.2022.
- IQAC coordinator also informed the team about the upcoming NAAC sponsored seminar to be held on 9th, 10th January 2023.He also reviewed the status of Alumni meet to be held on Dec 26, 2022 and to plan about the Mega Alumni meet proposed to be held on 26th January 2023.

The meeting concluded by 4.00 pm with a thank you note by the IQAC coordinator.

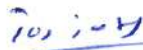
Prepared by:



Ms. Siji Jose

IQAC Secretary

Reviewed by:



Dr. Joy Joseph Puthussery

IQAC Coordinator

Approved by:



Fr. Dr. Paulachan K J

Principal



MINUTES OF IQAC MEETING AS ON 15/12/2022

Agenda:

- Reframing of Programme Outcome

Minutes:

The meeting was conducted on 15/12/2022. The meeting commenced with a silent prayer.

- Ms.Sonia Thomas ,NAAC coordinator welcomed the gathering.
- Dr.Sabu Varghese ,Director HRD/IT explained the existing POs and the mapping with each PSO's.
- Decision taken during the meeting
 1. The number of PO for the UG and PG courses is compressed to 5.
PO4 will include components of the current PO4,PO6 and PO7.
 2. PSO for respective programs may need to be revised based on the outcome given by the Uty.
(copy of the Uty order will be shared by NAAC coordinator)
 3. Course outcome tools:
 - Test 1 (I Internal) mapping as per contribution of first two modules to COs.
 - Test 2 (Model exam)- maximum contribution of the last three chapters to CO.
 - Assignment- Contributes to all COs
 - Seminar- Contributes to all COs
 4. Program Outcome workshop for criteria 2 members and HODs to be arranged in January.

The meeting concluded by 4.00 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



IQAC Minutes of the meeting 22 Feb 2023

Agenda

- Audit of 2022-2023 files
- Second Audit
- Starting Naipunnya Press
- Alumni Meet
- Locker for Mobile
- New block construction
- Revised Vision and Mission

The meeting started with a silent prayer, and Dr. Joy Joseph Puthussery welcomed everyone.

Following are the points discussed:

1. The NAAC coordinator Ms. Sonia Thomas emphasized the needed for updating files pertaining to 2022-2023. The first audit for the odd semester 2022-2023 files is scheduled for 27th and 28th of February. All departmental heads need to ensure that the files are well maintained in the department.
2. The second audit of 2022-23 files is decided to be scheduled on 30th and 31st of March.
3. A suggestion was forward by the HoD Commerce Department Dr. Mathew Jose to utilize Alumni fund for stating a printing press in Naipunnya.
4. The feedback of Alumni meet of NIMIT was positive. Around 300 Alumni members attended the meeting on 26th of January. Special membership cards were distributed to the alumni.
5. Locker facility for the students to safely keep their mobiles in classrooms will be initiated next week onwards. The boxes will be installed in the classrooms and the custodian of the locker will be the respective class teacher.
6. The construction of the new HM block will commence from March.



7. The revised vision and mission of the institution should be displayed on the college website before March 15th.

The meeting concluded at 4.00 p.m., with IQAC Coordinator expressing gratitude to all participants for their contribution and involvement in the meeting.


Prepared by:



Ms. Siji Jose

IQAC Secretary

Reviewed by:



Dr. Joy Joseph Puthuserry

IQAC Coordinator

Approved by:



Fr. Dr. Paulachan K. J

Principal



IQAC Minutes of the meeting 28 April 2023

Agenda

- NAAC Reaccreditation- IIQA submission, SSR
- Rebuild Mission –status
- Add-on Programs
- Embracium conclusion ceremony
- Adopting- Pagalvedu
- Campus Radio

The meeting started with a silent prayer, and Dr. Joy Joseph Puthussery welcomed everyone.

Following are the points discussed:

1. The NAAC coordinator Ms. Sonia Thomas briefed about the plan for reaccreditation. The document compilation for 5 year SSR would start from June. The tentative month for completion of the SSR work is October. The institute plans to submit IIQA in February 2024.
2. The house construction for one of our deserving student under the umbrella of SWAS Rebuild mission is moving on smoothly. The housewarming ceremony is expected in June.
3. All departments should forward the new Add-on course list to the admission committee to integrate the same in the admission prospectus.
4. The conclusion ceremony of 25th Silver Jubilee celebration –Embracium will be conducted in June. Presentation of various initiatives under the Embracium projects and handing the house keys as part of rebuild mission will be added in the program.
5. A suggestion was put forward to adopt 2 Pagalvedu in Koratty Gram Panchayat to extend support to senior citizens as part of the SWAS initiative.
6. Campus radio program will be initiated in the coming semester.

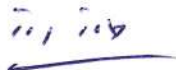
The meeting concluded at 4.00 p.m., the IQAC Coordinator expressed gratitude to all participants for their contribution and involvement in the meeting.

Prepared by:



Ms. Siji Jose
IQAC Secretary

Reviewed by:



Dr. Joy Joseph Puthussery
IQAC Coordinator

Approved by:



Fr. Dr. Paulachan K. J
Principal

