

MINUTES OF IQAC MEETING 2018-2019



Naipunnnya Institute of Management and Information Technology
Minutes of IQAC Meeting on 22/06/2018

Date : 22/06/2018

Time : 3.15 pm

Venue : Main Block Conference Hall

Agenda of the meeting

- Revaluation of present position
- NAAC new guideline
- Academic audit.

The following matters were discussed and decided Fr. Saje share about the information he got from NAAC member at that the stress on what we have and hope for the best. If we could get a better rate like 3.5 and above could provide us with certain advantages.

Dr Joy inform that as everything will be quantified we need to presence of the details with proper evidences she also added that this should be a continuous process where an everything has to be clearly updated.

Dr Joy stated that we need to have 7 leaders for the 7 criteria of NAAC and each of them need to be supported and assisted by 5 members where in one member from each department would be chosen to form a team for each criteria based on this a lot have to be taken to allocate the 7 criteria among five departments.

The seven criteria were located at follows:

- Criteria 1: curricular aspects -Commerce department
- Criteria 2: teaching learning evaluation -computer science department
- Criteria 3: research consultancy and extension- management
- Criteria 4: infrastructure and learning resource - language
- Criteria 5 : students support and preparation- computer science department
- Criteria 6 : Government leadership and Management-HM
- Criteria 7 : Innovations and Best practices - Department of Commerce
- Based on allocation of the seven criteria from every department is one person should be reputed so that a team could be formed. The teams were decided and formulated .
- Dr. Joy advised that each team will have to work based on the criteria. The team will have a meeting in the presence of Dr.Joy where all the members have to report for the same with details regarding the progress of the data compilation in the respective area.
- It was also recommended that at least one research paper should be done by each teacher.
- Dr. Joy concluded the meeting by seeking the wholehearted co operation of everyone towards the NAAC process.

Prepared By


IQAC Secretary




Principal

Minutes of IQAC Meeting on 27 /07/2018

Date : 27 /07/2018

Time : 2.00 pm

Venue : Main Block Conference Hall

The Following matters were discussed:

- A feedback about the training that was held as a part of NAAC Accreditation by Dr. Anne Mary Fernandez was evaluated. Everyone gave the opinion for the same.
- A common format to prepare the report with regard to font, font size was discussed.
- The program codes for each department was decided.
 - ❖ Commerce - NCM
 - ❖ Management - NBS
 - ❖ Computer Science - NCS
 - ❖ HM- NHM
 - ❖ Language - NLA
- The common programs to be allocated to another person.

Prepared by


IQAC Secretary




Principal

Minutes of IQAC Meeting on 14/08/2018

Date : 14 /08/2018

Time : 11.50 am

Venue : Main Block Conference Hall

The Following matters were discussed:

- It was told that the criteria sub committee may hold their meeting at least twice. As the difficulty with regard to compiling data was informed, it was suggested that if the data is available, the concerned person may compile it. Only in cases where the data is not available and it has to be collected that the department members need to be approached.
- A suggestion was made by Mr. Nijo that all the functions can be video record so that it could be a supportive evidence.
- It was informed by Dr. Joy that before Onam vacation, at least one subcommittee meeting need to be called and August 20, 2018 was the date proposed.
- Dr. Joy reminded all the members that NAAC needs to be given a priority or else nothing will work out.
- The members also shared that due to the work load and the lack of time they were facing difficulty to get thing done.
- It was suggested that Saturdays could be made working days for the NAAC and to discuss the same with the management.

Prepared by



IQAC Secretary





Principal

Naipunnya Institute of Management and Information Technology
Minutes of IQAC Meeting on 06/09/2018

Date : 06/09/2018

Time : 3.15 pm

Venue : Main Block Conference Hall

The Following matters were discussed:

- Dr.Joy requested all the members to utilize the time as much as possible as the workload is presently less.
- It was also informed that the SSR report of St .Joseph's College ,Moolamattom was sent to all the members mail for any references,if needed.
- National Seminars based on the topic of IPR has to be done as it hs great relevance at present .Dr.Joy suggested that each departments may go for some areas which could be related to IPR in the respective domain.
- It was reminded that if we go for an outreach programme,there should be sufficient evidences to show that it had taken place.
- Dr.Jacob suggested that if we could have a specific objective for every program then it would be easy to understand as to why we are doing it.
- Dr.Joy informed that a governing body has to be formulated as soon as possible and the minutes for the same also need to be created .he also added that the IQAC also will have to be recreated by including all the stakeholders whomsoever are required.
- Ms.Sonia Thomas explained about the problem faced during the lack of a proper system towards data compilation.
- Ms.Binju Saju also stated about the difficulty with regard to creating evidences for areas where nothing is available.
- A suggestion was put forward by Mr Nijo , stating that there could be a lot of ways by which certain matters could be resolved.
- Dr.Joy reminded that only if there is a desire from the part of teachers that the things would move in a proper manner.
- Dr.Jacob suggested that every criteria leader could be given a box file so that they could update each in every areas. That would be becoming under their respective criteria and to know the status as and when it is required.
- Suggestions were also put forward with regard to having holidays as working days for the NAAC work.

Prepared by


IQAC Secretary




Principal

Minutes of IQAC Meeting on 19/09/2018

Date : 19/09/2018

Time : 11.45 am

Venue : Main Block Conference Hall

Agenda:

- Progress of the work with regard to each criteria.
- National seminar on IPR.
- Outreach program
- Any specific matter to be discussed with each criteria.

The following matters were discussed and decided

- ❖ Dr.Joy stressed the importance of NAAC and also added that from the part of the state. We also have SAAC which makes it inevitable that we need to go for it.
- ❖ Request was forwarded to Fr. Saje to have the proposed Saturdays to be utilized for the NAAC work .
- ❖ Fr.Saje suggested that it deadline could be put for the completion of NAAC work. Or else it may again get delayed.
- ❖ Thus, the following tips is high at November 1st- criteria leaders
- ❖ November 15 - for consolidating data
- ❖ November 30 -for uploading the files.
- ❖ It was also suggested that the screenshots of the question papers could also be put into the website .
- ❖ At least ten question papers office subject could be scanned and included in the website.
- ❖ With regard to some of the NAAC criteria there were matters that were discussed.
- ❖ The code of conduct of teachers ,governing body and administration.
- ❖ The organization structure.
- ❖ The service rule to be predated as per required.
- ❖ A national seminar with the IPR as base need to take place in every department. It can be inform of a workshop seminar or even a paper presentation related to any area of IPR It was also added that anyone department can have it before november and the rest of the departments may have the paper work for the same done.
- ❖ E content can be arranged with each department for some of the students by allotting them with some topics for 10 minutes. The list of students and the topics can be assigned may be prepared by each department.
- ❖ Dr.Joy informed that minutes will have to be recreated with regard to every matter of NAAC.

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- ❖ Fr.Saje also added that any matter for which data is required can be sent to him in writing so that it could be provided.
- ❖ The following dates were decided:-
 - Submission of excel sheets -October 10
 - Submission of all reports-October 25
- ❖ The department was audit dates were decided as follows
 - Department of CS- October 30
 - The department of commerce-October 31
 - Department of HM-November 5
 - MBA Department -November 7
 - Department of languages-November 1
 - Final audit-November 14

Prepared by



IQAC Secretary




Principal

Minutes of IQAC Meeting on 04/10//2018

Date : 04/10//2018

Time : 3.00 PM

Venue : Main Block Conference Hall

The following matters were discussed and decided.

- To get the students ready for the E-content from the departments. The teachers also can be doing the E-content on any relevant topic.
- Dr. Jacob informed that the code of ethics for plagiarism is prepared which is required as per criteria 3 and holds 10 marks.
- It was informed that the code of conduct of teachers had some points to be modified with regard to the workload of the teachers.
- With regard to different criteria the status of their work with the last Saturday was informed.
- The IQAC minutes need to be recreated with proper consultation with each criteria leaders with Dr. Joy.
- The following dates are assigned for the same.
 - October 8 2018, Monday, Criteria 1
 - October 9 2018, Tuesday, Criteria 3
 - October 10 th , 2018, Wednesday, criteria 4
 - October 11 th , 2018, Thursday, Criteria 7
 - October 12 th , 2018, Friday Criteria 5
 - October 15 th , 2018, Monday Criteria 6
 - October 16 th , 2018, Tuesday Criteria 2
- Dr. Joy informed that the minutes have to be recreated from 2014 onwards to support as an evidence with every matter decided. It was also added that the minutes have to be maintained in books and the soft copy will not be sufficiently enough.
- Dr. Joy suggested certain points as to how the recreation of minutes need to be done in an effective manner by incorporating the decision or the by incorporating the decision or the event along with the need or objective to implement it. The evaluation can also be included into the minutes related to the same. Even the club details should be included in the minutes.

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- Dr. Joy enquired whether anyone had any practical difficulty in scanning or getting data and if so to inform the same. He also stated that Ms. Maria will be available for doing the scanning, if required.
- Ms. Bindu added that the preparation of program outcome and the course outcome is briefed and discussed. Which also needs the assistance of more people or else it cannot be completed.
- The details with regard to seminars and workshops attended need to be scanned by each dept. as per the dates that are assigned as follows.

Dept. of HM – Monday

Dept. of Commerce – Tuesday

Dept of CS – Wednesday

MBA Dept – Thursday

Dept of Languages - Friday

Prepared by



IQAC Secretary



Principal

Naipunnya Institute of Management and Information Technology
Minutes of IQAC Meeting on 22/10/2018 & 23/10/2018

Date : 22/10/2018

Time : 3.00 PM

Venue : Main Block Conference Hall

Agenda:

Progress of the work with each criteria.

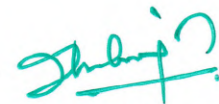
The following matters were discussed and decided.

- Dr.Joy informed that we are now in the last stage towards NAAC accreditation.
- All the minutes need to be recreated for the NAAC including every matters related to club activities etc.
- Dr.Joy also informed that from now onwards every day from 2 PM to 4 PM the NAAC criteria leaders need to be present with their group for NAAC work.He also added that maximum effort need to be taken in the month of November.
- Fr.Saje reviewed an assist each criteria with each criteria leader with regard to the status of work done and yet to be completed.
- With regard to grievance redressal cell, it was informed that Ms.Reni,The counselor is working on the same by making the minutes and redressal.
- Dr.Jacob, inform that if there were any innovative projects based on hardware could be loaded. It was also added that an idea generation or incubation room could be set up for research.
- Dr. Jacob also added that there are enough extension activities that have taken place but not much details are available.

Prepared by



IQAC Secretary



Principal

Date : 01/11//2018

Time : 3.15 PM

Venue : Main Block Conference Hall

Agenda:

Progress with a documentation of different criteria

The meeting started with a silent prayer.

- Deviation report will be the first report that comes from NAAC where in discrepancies in the reports will be seen.
- Scanning will be done and the deviation will be accounted for.
- Many documents different places are to be verified documents have to be correlated.
- NAAC accreditation is only a beginning every year. We have to update the documents.
- Next round of meeting will begin from next Wednesday onwards and will be finished in a week. Everything in physical form.
- Expressed hope that we have advanced enough works have to move faster.
- A meeting of the support /non-teaching staff/students also will have to be conveyed as they are also interviewed by the NAAC team.
- A total of 50 activities are identified reports are to be made collected and uploaded.
- Open discussion
- Appraised about the NAAC visit to normal college Muvatupuzha ,2day visit.
- 70% day valuation is done online. One day is spent for evaluation the next day is for report and exit meeting.
- Step-by-step, development is the norm. Records are still pending in spite of various appeals every year. We have to file AQAR and it will become the final report of the IQAR.
- Unity of the teachers, students and other members are important. Students are randomly selected for interviews and questionnaire.

Decisions

- Same place can be used for different purposes. Auditorium can be used as yoga.
- Room cubicles in same rooms can be set up with boards.
- Names for different halls will be done soon.
- Short hours are arranged so that we can have extra hour every day for specific NAAC work.

Prepared by



IQAC Secretary





Principal

Naipunnya Institute of Management and Information Technology
Minutes of IQAC Meeting on 15.11.2018

Date : 15/11//2018

Time : 1.30 PM

Venue : Main Block Conference Hall

Agenda

- NAAC IQAC Core Meeting

The following matters were discussed and decided.

- Formulation of team: IQAC Core Team/Uploading Team/Proof reading team Detailed explanation of each criteria with sub points/Open discussion. Progress of work Audit Plan Minutes
- Started with a silent prayer. Dr. Joy welcomed the members and told about the importance of the IQAC. He also briefed about the real process of NAAC. He explained in detail about the visit of NAAC team and about the relevant points that are to be importantly considered. He explained about the importance of the criteria involved in NAAC and also reminded that each and every matter should be known by everyone as the NAAC team will be interacting with all the person.
- He informed that the 4th sitting will be started from tomorrow,
- He explained about the need of the Uploading team, the proof reading team
- Criteria head Ms. Bindu G starts with Criteria I and starts explaining the Status of work done after the 3rd sitting. Dr. Joy added that these are the files that are going to be uploaded so if there is anything to be clarified it need to be discussed.
- Dr. Joy informed that this is to make all the members known about everything so that if there are any valuable information it could be contributed.
- In point 1.1.3, it was suggested that the details of valuation camps and question paper setters could be involved. Fr.Saje added that Mr. Wilson is a subject expert who could be included in the same point.
- With regard to the new courses introduced, it was suggested that the response rates could be included.
- Sabu sir informed that SEP could be shown as a value added course. He also added that the certificates for the same used to be given to the student in the previous years. The certificate could be shown as a supporting tool.
- Criteria head Ms Binju Saju explained about the status of work of Criteria 2. In the point 2.2.1, it was suggested that special day celebrations need not be shown as it is not relevant under the same.
- With regard to the student data card, Fr. Saje explained that before the student data card was introduced we used to have a personal profile collected from each student which was limited with enough data but was present.
- It was also pointed out that the Bridge course could be shown as provided to the non commerce students who could get familiarized with the basics of accounting

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- With regard to the Morning talk, Fr. Saje specified that there were some teachers who used to have a list of topics which were given. He also added that the list of the same from the teacher could be attached. Ms Anitha was informed towards getting the list for the same.
- With point 2.2.3, Fr.Saje added that we had many students like Jecko, Anjaly, Arun Joseph, Aravind Menon who had passed out. In the current year Tisan Tomy, Citho and Ms. Jomol were the ones who would be included. Fr. Saje also intimated that it need to be enquired as to how much percentage of differently abled could be added into the institution in a year.
- Sabu sir explained about experiential learning and participative learning He suggested that case studies could be included in the point 2.3.1.
- With the point 2.3.2, Ms. Binju stated that a separate log book will be started to record the usage of ICT. Fr. Saje specified that if we could include one more column in the work register, this could be managed.
- Fr. Saje added that E-content does not consist of videos alone, it can include notes given through the electronic mode.
- With point 2.3.4, & was opined that Case studies, Role plays, Theatre workshop, Exhibition, Students as teachers could also be added.
- Fr. Saje added that there were many programmes and events that have taken place in the past five years of which many of the same are not at all mentioned anywhere. It was also reminded by Father that the department activities for the past five years need to rechecked to see whether anything is missed out.
- Dr. Jacob also mentioned that Academic Enrichment Programme(AEP) could also be included which is planned to begin in the department.
- In point 2.4.5, it was mentioned that Ms. Teresa, Sabu Sir, Bhuvanesh Sir could be included.
- In the point 2.5.1, it was stated that Performance tracking is also needed to be shown.
- In point 2.5.2, with regard to the transparency of the mechanism of internal assessment, Sabu sir informed that the open house details could also be shown under his point.
- With the IUR, it was said that the signatures on the report could also be shown as an evidence.
- For the point 2.5.3, a grievance cell for the exam related issues need to be constituted.
- With the point 2.5.4, à was suggested that an academic calendar could be created by each department by keeping à in fire with the University calendar. Dr. Joy ako reminded that if the deviation between the dates are too high, it could be resulting in the reduction of marks during the NAAC assessment.
- Dr. Jacob stated that the MBA dept is already having performance tracking so then why to go for Program Outcomes and Course outcomes. And it was further discussed that of the two methods, the better one could be selected and executed.
- Dr. Jacob the Criteria head of Criteria 3 explains the status of work completion
- 3.1.1 is skipped as it relates to researches sponsored by the govt. which we don't have.
- 3.1.2 the details from Dr. Joy and Dr. Mathew Jose as research guides need to be collected. 3.2.1-The Description about the Incubation Center is done which need to be looked into by Fr. Saje.
- The students who have started their own shops or ventures could be reported for this point-Starin (MBA) Jittu Jose, Alex Basil, Shreddin, Dimple, Dehn, Manz, Sagar Babu,
- 3.2.2-The number of workshops/ seminars on IPR conducted is 2. The Language department has done. The Commerce Department is into the process.



- 3.3.1-The Code of Ethics on Plagiarism is prepared.
- 3.3.2-The institution provides incentives to the teachers - Dr. Jacob, Mr. Vipin, Ms Teresa, Ms. Tessy, Fr. Saje Peter, Mr Prabhakaran, Dr. Ayam.
- 3.3.4- The number of research papers in the journals notified by UGC and the papers not notified by the UGC also be included.
- Fr. Saje-Leadership and Governance award instituted by Deepika-only photograph is available. Newspaper matter on the same not available.
- Fr. Saje informed that from next Monday November 19th, we plan to have shortening of the hours to get time for the NAAC Work
- Dr. Joy informed that the next IQAC NAAC Core meeting will be held on November 19th from 1:30 pm the Conference Room Main Block.

- The meeting concluded by 4:10 pm

Prepared by

IQAC Secretary



Principal

Naipunnnya Institute of Management and Information Technology
Minutes of IQAC Meeting on 19.11.2018

Date : 19/11//2018

Time : 1.30 PM

Venue : Main Block Conference Hall

The meeting starts with a silent prayer.

Criteria head Mr. Sebastian Poonoly starts with the status of the work with regard to Criteria 4.

4.1.1 Adequate facilities-To be finalized with the number of systems (which needs to be updated), Video conferencing room to be finalized. Language Lab from 2014. Number of classrooms with internet facility to be checked out. Canteen can be taken out from the list as not related to teaching- learning. CD Players are used to teach phonetics in the Language Department.

4.1.2 Adequate facilities for sports and games - Write up is done Photographs need to be taken.

4.1.3 Percentage of classrooms and seminar halls with ICT - Almost 95%.

4.1.4 Average percentage of Budget allocations, excluding salary for infrastructure augmentation - Need to get it clarified and send a format into which the details can be entered.

4.2 Ms. Dhanya explains about the automation of the Library

4.2.1 LMS, KOHA software, KOHA OPAC, Digital Library.

4.2.2 Manuscripts are pending from departments.

4.2.3 E-resources included - Excel file is attached.

4.2.4 Average expenditure for the books - Separate bill statement is attached.

4.2.5 Availability of access to e-resources of the library - Connectivity Bandwidth that is available

4.2.6 Percentage per day usage of library by teachers and students-13%

4.3.1 IT facilities including Wi-Fi - The date and nature of updation is required. Increase in the number of Hardwares and Updation of Softwares. Only description is required.

4.3.2 Student-Computer Ratio (Current year 2017-18 data) - excluding to the ones in the stores and offices.

4.3.3 Bandwidth - 20 MBps

4.3.4 Facilities for e-content development- Link to videos of the media centre. The room available in the MBA Block on the first floor need to be checked.

4.4.1 Budget and expenditure need to be finalized to arrive at the percentage.



4.4.2 Established systems and procedures for maintaining and utilizing physical, academic and support facilities need to mention about the ISO procedures that are followed with respective manuals.

Criteria Head Ms. Shajitha explains the Criteria 5 Work status.

5.1.1 Scholarships and freeships - The ones provided by the Govt. is not generally recorded in the college. It needs to be enquired from the students. There are many which can be through Central Govt. employees, Single Girl Child scholarship, Minority group scholarships, etc. 5.1.2 Endowments the number need to be entered which can be increasing.

5.1.3 Capability enhancement and development schemes- Records are available.

5.1.4 Average Percentage of student benefitted by guidance for competitive examinations and career counseling offered to be continued till Nov 30.

5.1.5 Vocational Education and Training - One-year craft and Skill Enrichment Programme to be included.

5.1.6 Transparent mechanism for timely redressal of student greivances - Minutes is pending for grievance students and Women Cell. Exam grievance will be different from this. Mr. Sabu opined that the cases of sexual harassment need to be having a proper procedure that need to be tackled with in a manner where it needs to be confidential.

5.2.1 Average Percentage of outgoing students -22%

5.2.2 Student Progression to higher studies (Current Year Data only) - Excel need to be prepared.

5.2.3 Average percentage of students qualifying State/ National/ International level examinations -To be worked on.

5.3.1 Number of awards-D-ZONE and Inter Zone.

5.3.2 Presence of an active Student Council-Still pending. Needs the minutes of the Student Council for 5 years.

5.3.3 Average number of sports and cultural activities - Files are ready.

5.4.2 Alumni Contribution-Bus Bay (2017-18)

5.4.3 Number of Alumni Association and Chapters - Dec 26(2013) and Aug.15(2016)

Criteria 6 by Ms. Sonia about the Status of work done till date.

6.1.1 Description of Vision and Mission, Core Values.

6.1.2 Institution practices decentralization and participative management - Focusing on a case study to make a write up stating about the Academic Monitoring Committee which is to be officiated by the Principal, the minutes book need to be made from 2013 onwards, Hand book to

be created for 2017-18, showing the governing body and the AMC body.



Naipunnya Institute of Management and Information Technology

- 6.2.1 Description of any one activity successfully implemented based on the strategic plan in 500 words. One case study need to be selected on which it needs to be created.
- 6.2.2 Organogram Write up in 500 words. Teachers Tribunal need to be formulated.
- 6.2.3 e-governance Details of vendors and software used in e-governance, contracts.
- 6.2.4 One activity successfully implemented based on the minutes of various bodies, cells - Extracts of resolutions.
- 6.3.1 Write up in 500 words of welfare measures for teaching and nonteaching staff-21 welfare measures are listed
- 6.3.2 Avg. Percentage of Financial support by the institution to attend conferences/ workshops - response rated to 5.424 (as per collected from the accounts)
- 6.3.3 Training programs organized by the teaching and non-teaching -
- 6.3.4 Avg Percentage of teachers attending professional development programmes - 100% Two templates- Number of events and Number of teachers participating.
- 6.3.5 Performance Appraisal evaluation sheet - to be collected from the HR.
- 6.4.1 Internal and external audit report.
- 6.4.2 Grants and funds received.
- 6.4.3 Resource mobilization policy and the optimal utilization of resources.
- 6.5.2 Teaching and learning process- Work registers, Monitor's diary.
- 6.5.3 Quality Initiatives by IQAC
- 6.5.4 Academic Administrative Audit. NIRF - Details are already there, Ms. Mency is doing To convert some part into AMC and AAA which is already done in the institution with the same.

Prepared by


IQAC Secretary





Principal

Date : 26/11//2018

Time : 2. 30 PM

Venue : Main Block Conference Hall

Agenda

Progress of work, Any matter of concern to be discussed with regard to any criteria.

Minutes

The meeting started with a silent prayer.

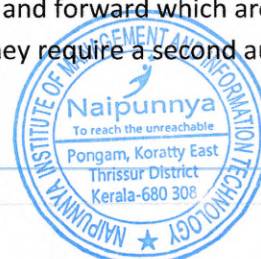
Dr. Joy intimated that the First audit of the criteria will be as follows:

- Nov. 27-Criteria 3
- Nov. 28-Criteria 4
- Nov. 29-Criteria 5
- Dec. 3-Criteria 6,7

Final Audit to be as scheduled below:

- Criteria 1 December 13th
- Criteria 2- December 14th
- Criteria 3-December 6th
- Criteria 4-December 7th
- Criteria 5 December 10th
- Criteria 6-December 11th
- Criteria 7-December 12th

- Parallel Audit. Files should be available in the department and the same in the NAAC Room. Description and template has to be available by December 4th. All the files need to be available by December 4th in the NAAC room.
- Criteria 1 head Ms. Bindu was enquired about the areas that had to be rectified. Some of the work registers of some classes are missing. Not easy to create the missing work registers Ms. Bini suggested that a list of the missing files can be made. Dr. Joy demanded all the criteria leaders to specify and forward which are the files to be kept by the departments. Ms. Binju and Ms. Bindu informed that they require a second audit as many of the files are still missing and not completed.
- Dr. Joy asked to utilize the 6th Semester students to do some of the work.



Naipunnya Institute of Management and Information Technology


- Criteria 1 and Criteria 2 will have a Second Internal Audit on December 4th and 5th. Dr. Joy said that all the criteria leaders can select another person within the group as a leader to substitute the main leaders when required.
- Dr. Jacob suggested to have a flowchart towards preparing the files so that it would be connected and easy to get things done and identify what are missing. This could finally reach to the required result. When you start doing you can get a clear clarity as to what you are doing and where you need to position them.
- Dr. Joy demanded that on December 4 you have to submit at least one hard copy of the data collected to examine it in clear.
- Dr. Joy specified that every day the criteria leaders can call any member of the group anytime and entrust there with the work to be done after 2:30 pm.
- Dr. Joy also stressed that we need to move with the schedule otherwise we will not be ready. Dr. Joy specified that for each criteria you need to specifically provide which all files are needed in the department. Dr. Joy requested that a sitting is required with the Finance manager also for which Fr. Saje said that it was already informed.
- Fr. Saje informed about the summer camp that was conducted for the school students before which is presently discontinued.
- Dr. Joy informed that many of the Teachers' Companion is missing as the teachers who have left the college has taken it with them which need to be got back.
- Dr. Jacob opined about having the Departmental Profile also which could be very helpful and added each year with all the matters which need.

The meeting was concluded for the day.

Prepared by


IQAC Secretary




Principal

Minutes of IQAC Meeting on 21/02/2019

Date : 21/02//2019

Time : 3.15 PM

Venue : Main Block Conference Hall

Agenda :

- Submission of IIQA
- Completion of Pending Files
- SSR Upload

Minutes

The meeting started with a silent prayer.

- Dr. Joy Informed about the submission of the IIQA that was done on February 14th 2019. He also added that a reply was received on the following Tuesday seeking clarification about the existence of NIMIT/NBS.
- It was also Informed that NBS details will be removed from the process and that we will be proceeding as NIMIT alone and that the next IIQA will be uploaded on Monday without NBS.
- Dr. Joy also reminded about the maintenance of data related to 2018-19 to be ready with every department which also need to be known by the Department HoDs.
- Dr. Joy also communicated about the progress of the Financial data which will be related to all the criteria.
- Finally, the meeting concluded with Dr. Joy advising the members about the hurdles involved in the journey towards NAAC and the relevance of attaining the same. He also appreciated everyone for the efforts undergone and reminded them to continue with the NAAC work.

Prepared by


IQAC Secretary




Principal

Minutes of IQAC Meeting on 21/03/2019

Date : 21/03//2019

Time : 3.15 PM

Venue : Main Block Conference Hall

Agenda

1. Final Audit
2. Completion of Pending Files
3. Updation of 2018-19 Files

Minutes


The meeting commenced with a silent prayer.

- Dr. Joy informed the NAAC Criteria leaders about the status of the SSR uploading process.
- He added that Criteria 1 is completed, Criteria 2 & 3 are almost completed and the 4TH Criteria is in progress. He also said that the uploading process is moving on smoothly without much problems.
- Dr. Joy reminded about the Final audit that would take place from March 25th 2019 onwards. It was also reminded that the respective files need to be ready with every department. The files related to the data from 2013-2018 and the details about the current academic year 2018-19 need to be ready.
- Dr. Joy informed that the NAAC Team Visit can be expected by June 2019 before which all the files need to be ready.
- He demanded that the Criteria leaders need to call for a subcommittee meeting immediately by March 22nd 2019 by 3 pm to discuss about the file status before the Final audit. He added that the auditors would be checking on the pending files and the files pertaining the current year.
- Dr. Joy specified that the SSR upload would be completed by March 30th 2019.
- Ms. Noble was suggested as leader for Criteria 3.
- It was reminded by Ms. Bini that Criteria 5 needs a lot of data related to the final years which has to be collected before they leave the institution.
- Before winding up the meeting Dr. Joy reminded all the Criteria leaders about the file updation of the current academic year to be completed prior to the vacation.

Prepared by


IQAC Secretary




Principal

Minutes of IQAC Meeting on 12/04/2019

Date : 12/04//2019

Time : 1.30 PM

Venue : Main Block Conference Hall

Agenda

1. SUBMISSION OF IIQA
2. FINAL SUBMISSION OF SSR
3. SUB-COMMITTEE MEETINGS
- 4 AUDIT PLAN
5. STUDENT SATISFACTION SURVEY

Minutes

- Dr. Joy presided over the meeting. Dr. Joy informed all the members about the successful submission of the IIQA He also expressed his sincere thanks to all the members for putting up the cooperation towards the making of the IIQA.
- Dr. Joy also informed about the final submission of the SSR. He reminded that we would be getting a Deviation report for which we need to respond and so for the same all the files need to be ready.
- Dr. Joy also reminded all the members to communicate within the department and to the class in charges about the Student Satisfaction Survey. He informed all the class teachers to remind the students to check their mail and to respond to the survey if they have received it.
- It was informed that a final audit will take place within all the departments regarding the respective criterias to verify the status of the files.
- All the department heads were informed to look into their respective departments with regard to pending files, if any and to make the necessary arrangements for its completion.
- Dr. Joy informed all the Criteria leaders to call for a Sub Committee meeting and to discuss on the areas that are still pending since the previous audit.
- Dr. Joy informed all the members to do their work assigned with proper format so that it would be more easier in the future.
- He also enquired if any department is needing any help which could be done for them.

The meeting concluded by 3:30 pm .

Decisions

- Dr. Joy instructed all the criteria leaders to call their sub committee meeting and to discuss with the areas if any to be completed. He requested all the members to take proper effort towards the completion of the pending files as we are at the final stage.
- It was also decided that the Final Audit will also take place to verify the status of work within the different departments.

Prepared by

IQAC Secretary

Principal



Minutes of IQAC Meeting on 03/05/2019

Date : 03/05//2019

Time : 2.30 PM

Venue : Main Block Conference Hall

Agenda

- DEVIATION REPORT SUBMISSION PLANNING ON THE NAAC VISIT

Minutes

- Dr. Joy presided over the meeting.
- He informed about the Deviation report that was received and what need to be done regarding the submission of the same.
- Dr. Joy also informed that the Student Satisfaction Survey was done by the students and that we had a better response.
- Dr. Joy informed about the NAAC visit that will happen on June 26th and 27th, which need to be planned with respective committees which are as follows:
 - Reception Committee Ms. Bindu G, Mr. Livin, Ms. Emily Ittiachan
 - Food & Service Mr. Robert, Ms. Annu, Mr. Jithin, Mr. Mathews, Mr. Prabhakaran
 - Hospitality - Mr. Anand, Mr. Praveen, Mr. Richi
 - Cultural Entertainment - Ms. Jeena, Mr. Freddy, Ms. Annu, Ms. Sona Sebastian
 - Video, Photography - Mr. Sanith, Mr. Prasanth, Mr. Antony
 - Presentation-IQAC-Ms. Anitha, Library-Ms. Dhanya C N
 - Extension and outreach activities briefing - Ms. Reny, Ms. Kavitha, Ms. Ebin
 - Interaction with the Students-Mr. Sabu Varghese, Ms. Teresa Parackal
 - Interaction with the Alumni - Mr. Wilson, Ms. Shajitha, Ms. Noble
 - Interaction with the PTA - Mr. John K, Ms. Rehna, Mr. Anilkumar, Ms. Laiby
 - Interaction with non-teaching- Mr. Abin, Ms. Litty
 - Guest Relations - Ms. Teresa Parackal, Mr. Abin John

The meeting concluded by 4 pm.

Prepared by



IQAC Secretary



Principal