IQAC Meeting as 05/06/2020- Online

Agenda:

- Advisory Board Meeting on 12/06/2020
- Audit 2019-20
- AAA Audit
- Initiatives undertaken by IQAC for 2020-21

The meeting started with a silent prayer. The IQAC Coordinator, Dr. Joy Joseph Puthussery briefed the agenda.

· Ms. Bini, NAAC Coordinator informed the team that there will be a NAAC Advisory Board Meeting on 12/06/2020 from 1: 30 p.m. - 4:00 p.m. to review the AQAR of 201819,as part of getting ready for uploading the institutional data. Criteria Leaders will be presenting their respective areas. The team comprising of all HoDs, Criteria leaders along with Dr. Jacob P M, Mr. Sabu Varghese, Ms. Teresa Parackal and Ms. Bindu G will be reviewing and finalizing the AQAR.

· The complete audit 0f 2019-20 is planned from 10th June -19th June. The audit schedule was shared with criteria leaders and HoDs. Along with the files, the NAAC recommendation files with the HoDs, will also be audited. The audit team requested to make this audit, a onetime process as we are undergoing through a period of lockdown. And thanked the entire faculty team for the sincere support extended so far.

· Dr. Joy, IQAC Coordinator informed an Academic and Administrative Audit is planned in the institution on 30th June 2020 where auditors from outside institutions will be coming to conduct the audit. The IQAC Coordinator informed all departments to be ready for the AAA audit of 2018-19 and 2019-20 data.

Certain initiatives taken by IQAC during the lockdown period was discussed:

- **Department and institution level planning for the academic year 2020-21** - IQAC coordinator thanked all dept heads for supporting to complete the planning process on time, even during the period of lockdown.

- **Revamping of the Handbook** - The team working to bring the handbook in line with NAAC requirements was appreciated and informed 90% of the work is completed and will be able

to bring out handbook in two weeks' time. If the situation demands, we will go with online methodology to reach out the handbooks to the students.

- **Faculty training to Linways** - IQAC along with the support of IT department had initiated faculty training on "How to conduct examination through Linways". IQAC coordinator appreciated the whole faculty team for attending and utilizing the sessions to the fullest. As well suggested follow up will be done on 8 faculty members who couldn't attend the programme due to unavoidable circumstances, so that all raise themselves together in the way expected.

- **Students training to Linways** - In order to ensure full participation from students during the conduct of examination, IQAC had initiated student training programme on "How to appear examination through Linways". The session was given to all students through class in charges monitored by stream coordinators and HoDs. A mock demo session was conducted to all students to find out the difficulties faced by them while undergoing the online process of examination. And the reports from HoDs was cross verified and troubles identified was trouble shooted through class in charges and HoDs. IQAC coordinator expressed happiness and thanked all HoDs and class in charges for seeing 100 percent attendance in all examinations happened till date.

- **Conclave** - As we are undergoing through a period of uncertainty in all aspects of education, as recommended by Principal Rev. Dr. Paulachan K J IQAC had initiated a conclave on "Articulating Strategic Competencies for Higher Education Institutions Towards the Post Covid Scenario" to move ahead precisely in this period without fail. Seven eminent speakers gave an insight in the following areas.

- Safety Protocols in the institution
- Modes of teaching - learning process
- Modes of examination
- Empowering faculty members

- Prudent Financial Measures

- Social and Community programs

- Campus Placement

· IQAC Coordinator informed that a three-day training will be conducted for the faculties from 8/6/2020 onwards, department wise on "Google Classrooms "to get familiarized with one more platform for the conduct of online classes. The schedule of the sessions was briefed to all HoDS.The CS department will facilitate the training sessions.

·   The NAAC Coordinator briefed the division of faculty members into different criterion for the year 2020-21, to move ahead with the work of NAAC.

·   A proof-reading team is set up from within the institution headed by Mr. Philp P. Principal entrusted the NAAC coordinator to see that the AQAR of the institution is going through the proof-reading team before uploading.

·   Fr. Paul also suggested that there should be a clear-cut idea about conduct of Add on programs for the final year students. And entrusted the academic coordinator to consolidate the list of all Add-on/Certificate programmes in a week's time.

The meeting concluded at 7:45 p.m.

Ms. Bini Rani Jose

IQAC Secretary

Fr. Dr. Paulachan K J

Principal

IQAC Meeting as 04/08/2020

Agenda:

- Submission of AQAR 2018-19 to NAAC Portal
- Reviewing of AQAR 2019-20
- NAAC Advisory Board Meeting
- AAA Audit
- Initiatives taken up in the month of July
- Initiatives for the month of August

Minutes:

· Dr. Joy, the IQAC Coordinator, congratulated the team for successful completion of AQAR of 2018-19. The uploading to the NAAC portal was completed on 03/08/2020. The deviation report was received on the same day and the NAAC Team is working on the same.

· Review of AQAR 2019-20 is in progress. After the review, the criteria heads will present their criteria in the Advisory Board Meeting on 14/08/2020.

· AAA Audit is still pending

· Initiatives taken up in the month of July by IQAC:

   o A training was provided to the faculty by the IT department on conduction of classes through Linways on 08/06/2020

   o A training was provided by Mr. Towin Mathai, to the faculty team on uploading of files for NAAC and how to compress files for the same. The training session was arranged on 16/07/2020

   o Splash- Online inauguration of the clubs was successfully conducted on 13th July 2020. The program was well organized by the coordinators Ms. Jeena Antony and Ms. Vandhana C H

   o 5 National webinars were successfully hosted by different streams in association with the IQAC:

Date	Topic	Coordinators
10/07/2020	Building Emotional Maturity to Handle Stress and Anxiety during Covid -19	Ms. Reni V Kalayil
15/07/2020	Covid Aftermath on the Balance Sheet	Mr. Jiss Jose
17/07/2020	Marketing in VUCA World	Mr. Joseph James
22/07/2020	Evolution of Managerial Skills fit for the dynamic work environment	Mr. Tony V M
25/07/2020	Post Covid Business Environment: Challenges and Opportunities	Dr. Antony George

·   Taglio- Career Guidance program was organized by the Placement Cell on 29/07/2020 where 5 experts from various domains addressed our student placement coordinators of all final year classes, MBA Director, faculty and student coordinators of MBA, Academic council members and all final year class in charge. The second session of the program is planned for the coming week.

·   Fr. Paul suggested that the certain activities which we were being conducted regularly is where we are lagging now.

     o   Research – FEP to be restarted

     o   Institutionalization of CSS – Plan to be thought about what could be done with this regard.

     o   Placement of students- Plan of action to be chalked out on what could be done to improve

·   Fr. Paul suggested that Criteria 3 has to be seriously looked into and a plan regarding what could be done has to be decided upon during the coming year. A separate meeting could be called up with the Criteria Head to discuss about the same.

The meeting concluded at 2:45 p.m.

Ms. Bini Rani Jose
IQAC Secretary

Fr. Dr. Paulachan K J
Principal

IQAC Meeting as 09/10/2020- Online

Agenda:

- Status of AQAR 2019-20
- NAAC audit process 2020-21
- Workshops organised in the month of August and September
- Research enhancement activities conducted
- Outreach activities conducted
- Status of institutionalisation
- Taglio sessions
- Activities for the upcoming month

The meeting started with a silent prayer. Dr. Joy presided over the meeting and the following matters were discussed:

· AQAR submission of 2019-20 is in progress and 90% of the work has been completed. The finance data will be received from the Finance Manager within days and the AQAR for 2019-20 will be submitted by 15th October 2020

· Regarding the audit for 2020-21 data, all the departments were requested to complete the Audit data sheet sent with the activities conducted in their respective areas

· Initiatives of IQAC in the months of August and September:

  o A webinar was hosted by the IQAC on the New Education Policy (NEP) 2020 on 11/09/2020.

  o 2 Sessions were organized with Dr. Anne Mary Fernandez.

     A One- day workshop on How to take forward research in line with NAAC on 27/08/2020

     A Workshop on outcome-based education on 22/09/2020

  o The 2nd version of R-Collective was organized as 2-day session

     Day 1 – Research paper writing

     Day 2- Session 1- Advanced research writing (exclusively for CS Department)
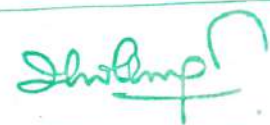
     Session 2- Funded project writing

o   Taglio- Session 2 and 3 were conducted in the following months. The coordinator of the program, Ms. Saritha, put into notice that she requires guidance from the IQAC team on how to move forward with the same.

o   Just like the IQAC, a Research Quality Assurance Cell (RQAC) was set up to ensure that the research work of the faculties was moving on well and fine. Ms. Anitha put forward a suggestion that a Student Quality Assurance Cell (SQAC) could also be set up.

o   Dr. Joy briefed about the outreach activities conducted during the months:

   o   Elderly Day competitions were carried out in the campus

   o   the institutionalization activities are going on and events are being planned by different classes with the institutions assigned.

   o   The Attapadi house building mission was complete and the blessing of the same was carried out on 03/10/2020

o   Regarding the Upcoming activities for the following months, Dr. Joy briefed:

   o   A workshop on Outcome setting is planned on 13/10/2020 for all the HoDs and First year course facilitators. The session will be handled by Ms. Binju, Criteria 2 head.

   o   A webinar on the New Agricultural Bill is planned for 19/10/2020 by the IQAC

   o   The extension activities for the following month are being planned by Mr. Jiss Jose.

The meeting concluded at 4:00 p.m.

Ms. Bini Rani Jose

IQAC Secretary

Fr. Dr. Paulachan K J

Principal

IQAC Meeting as 11/12/2020- Online

Agenda:

· Programmes conducted- Finishing touches of final years; Webinar organized cyber security; Antidrug Webinar; Differently abled day celebration

· Funded project status

· Institutionalization of outreach activity status of departments

· Upcoming events

· Planned proves of NAAC audit for the academic year 2020-21

· AAA Audit

· Outcome setting second training session

· Naipunnya Educational and Excellence Award

Minutes:

Meeting started with a silent prayer

· The minutes of previous meeting was read and approved by the team

· Dr. Joy, IQAC Coordinator, presided over the meeting.

· Programmes conducted in the previous 2 months were reviewed:

o Webinar on IPR was conducted for the faculty team on 30/10/2020. Dr. Jippu Jacob was the resource person for the session

o Webinar on Anti Ragging was conducted on 02/11/2020 for the second-year students and Adv. Bino was the resource person was the resource person for the same.

o Finishing Touches program for the final year students were organized by the training department. It was organized as a week-long training as 2 session: 23/11/2020 for Commerce and HM department and 02/12/2020- CS and Languages Department

o 2 further sessions of the Taglio were conducted by the placement team on 27/11/2020 and 30/11/2020.

o A webinar organized by the IQAC in association with CS Department on 30/11/2020

o The World Differently Abled day was celebrated in the college on 03/12/2020

· **Funded projects**- Regarding the same, discussions are made with Sahrdaya College and Dr. Antony is given the charge and 5 teams are working under him for the same.

· **Outreach activity**- Many activities are still pending for many classes. The activities are to be completed by the end of March

· **Upcoming activities:**

o **NAAC Audit**- For the academic year 2020-21, the programs are classified into 2 – **Activities and Academics**

o **Activities**- Audit sheet was prepared on the basis of the mails sent and the event calendar and edit option is provided to faculties. The sheet is maintained department wise and in charges are expected to upload the evidences as a link in the sheet. All reports should be in the required format; categorization will be done by the NAAC team during the month of April.

o Criteria heads put across a grievance regarding the non-availability of scanners and color printers in the college for the completion of works.

o **Academics**: All the records regarding academics are shifted to Linways from this year onwards:

§ Criteria 1.1.1 had 18 filed which were filed as copies in the departments every year

§ In linways, the course file provides all the information regarding each subject taken by all the teachers. Certain columns were not filled, and the actual plan has to be renamed as work register and certain new columns has to be incorporated like Walk with the scholar, Weak student identification etc.

§ Teacher's diary maintained every year is not maintained this year. A sitting with the IT director will be done to discuss more about these matters.

§ Syllabus- It is uploaded in linways

§ University Calendar/College Calendar- To be incorporated into linways

§ Timetable- Only common and class timetable to be filed

§ Workload- Same procedure

§ Lesson Plan-Course file

§ Work register- Google sheet of each class has to be provided to the Criteria 1 members

§ Monitors diary- Each department has to provide the google sheet to the criteria 1 members

§ Industrial Visit- To be continued as before years

§ Open house meeting- Hardcopies has to be filed in the departments

§ Seminars- in linways

§ Question banks- Work in progress under the guidance of Academic Coordinator and after its done will be put be college website

§ Field projects/Projects- Hardcopies to be maintained as before

§ All the other areas have to be done before itself.

§ Criteria 2 – 2.5- Internal examination report- Screenshots from linways

· Consolidated results- Screenshots from linways

· Internal to university- Screenshots from linways.

· Exam timetable- Hardcopies to be filed

· Progress report- Screenshots from linways

§ 2.5- Outcome setting- 2nd session of the same will be conducted in the month of January

AAA Audit is planned for 5th January 2021. Criteria heads suggested to postpone the audit to a later date so that they can get more time to work on the files. The final decision will be taken after consulting Principal.

Naipunnya Education and Excellence Award- Rather than providing 3 awards like year before, 2 awards in the areas of Academic Excellence and Social justice in connection with outreach activities will be provided during the year. Discussion was made regarding the criteria for the awards and the suggestions and opinions of the team were discussed.

The Audit dates were decided as follows:

· Audit of the Audit sheet will be held on 16th and 17th of December 11, 2020

· Department Audits will be conducted on 30th and 31st December 2020.

The meeting concluded by 4:00PM

Ms. Bini Rani Jose

IQAC Secretary

Fr. Dr. Paulachan K J

Principal

IQAC Meeting as on 18/01/2021

Agenda:

1. Academic and Administrative Audit

2. Discussion on the format of AAA form.

Members Present:

1. Ms. Emily Ittiachan
2. Dr. Joy Joseph Puthussery
3. Dr. Mathew Jose K
4. Mr. Robert Fernandez
5. Ms. Teresa Parackal
6. Mr. Jayakrishnan S
7. Ms. Bindu G
8. Ms. Bini Rani Jose
9. Ms. Sarithadevi
10. Ms. Binju Saju
11. Ms. Noble Shaiju
12. Mr. Sebastian Poonoly
13. Ms. Shajitha T B
14. Ms. Sonia Thomas
15. Ms. Anitha Mary Alex
16. Ms. Maria Antony

Minutes:

The meeting started with a silent prayer.

1. The Academic and Administrative Audit will be happening on 27/01/2021 through offline mode for the academic year 2019-20 and 2020-21.
2. The audit will be a department audit where in the external has already provided to be filled by the department heads and the audit will be based on these. The format was discussed in detailed with the HoDs and other members and the doubts were cleared by the IQAC Coordinator.

3. All the common areas such as Library, Office, IQAC etc. also will be audited on the day by the team.
4. It was decided that certain files can be shown to the audit team as soft copy for the year 2020-21.
5. The audit was completed by the NAAC team and most of the files were up to date in the departments. The IQAC Coordinator congratulated the team for completing the same.
6. With regard to the program outcome and course outcome, the lesson plans have to be completed by the first-year course facilitators and has to be forwarded to Ms. Binju.

The meeting concluded by 4:00 p.m.

Ms. Bini Rani Jose

IQAC Secretary

Fr. Dr. Paulachan K J

Principal

Naipunnya

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Minutes ,PPT and question bank format of the meeting held on 15/2/2021

IQAC NIMIT <iqacnimit@naipunnya.ac.in>
To: Teaching Staff <faculty@naipunnya.ac.in>
Cc: frpaul Kaithottungal <frpaul@naipunnya.ac.in>

Tue, Feb 16, 2021 at 3:27 PM

Dear team,
In continuation to the AAA audit report , the IQAC had holded meeting with HoDs and management team members on 15/2/2021 from 3:15 PM.

Agenda of the meeting was

- PO was discussed
- PSO to be set by the department heads on or before 1/3/2021
- Question bank format discussed (To be set on or before 15/3/2021 and 30/3/2021 by first year teachers) - Training will be given to teachers
- Software creation by CS department
- Common PPT template
- Curriculum design plan
- Audit of programme schedule in the new format (first years),Linways (Attendance ,Lesson plan) by HoDs on or before 1/3/2021 and submission of report to IQAC.

Attaching the minutes,PPT and format of question bank for your kind perusal.
Many thanks and appreciation to Ms.Binju Saju for voluntarily taking up the session and for all the preparations done.
Thanks to all HoDS and department representatives, especially Ms.Grace ,Ms.Anitha,Ms.Sonia for attending the session.
Thanks to all MTM members.
Once again thanking all and expecting your cooperation for the execution.

Thanks
IQAC team

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3 attachments

Question bank.xlsx
9K

Presentation to HOD.pptx
52K

meeting minutes outcome session.docx
15K

Second session on Programme Outcome (15/2/2021)

Agenda:
1. Presentation of PO
2. Setting PSO
3. Question bank creation format
4. Software creation by CS dept
5. Curriculum designing
6. Common PPT template

Dr. Joy presided the meeting and the meeting started with a silent prayer
Ms.Binju Saju from the department of CS made the presentation

1. PO has already been set. Discussions were made on the same and as per the suggestion of the team, employability also to be added as a program outcome.
2. Departments has to decide the Program specific outcomes and the HoDs has to call a meeting with team members. The PSO shouldn't exceed 5 numbers.
3. Proper format has to be followed while preparing the question bank. The preparation of question bank will be starting with the first semesters. A training will be conducted for the first semester course facilitators on how to effectively prepare the question bank.
4. Once the question bank is ready, the CS dept is in works to create a software to automatically generate a question paper on the basis of the questions included in the question bank.
5. Students of the final year of CS dept can be utilized to create software.
6. Curriculum has to be created in a way of covering Criteria 1,2, 3 and 7.
7. Important Dates:
   Finalizing PSO- 1st March
   Linways Audit- 1st March
   Question bank of any 2 modules- 15th March
         Remaining modules- 31st March
   CO-PO mapping of all the first semester courses- 15th March
   Outcome evaluation of 1st semester- 30th April 2021
8. An Advisory Board will be created, and an external expert will be called in for the outcome evaluation.

The meeting concluded by 4:20pm.

Ms. Bini Rani Jose
IQAC Secretary.

Fr. Dr. Paulachas K. J
Principal.

IQAC Meeting as on 15/03/2021

Venue: Conference Hall   **Time: 3:15 pm**

Agenda:
- Result Analysis

Minutes:
- The meeting started at 3:15pm with a silent prayer.
- The main agenda of the meeting was to discuss about the new pattern of result analysis that has been introduced for the first years (2020 admissions).
- A google sheet has been shared with all the first-year class in- charges and they are required to fill in the same. The report card will be auto generated from the entered details.
- The marks of the 10th, 12th, internal examinations, assignments, seminars etc. will be shown in the report card.
- The teachers will be given 8 days to complete the paper valuation and within the next 7 days remedial classes has to be taken and finally the remedial test has to be conducted for the students. Those students who score less than 50% has to mandatorily attend the remedial classes and the tests.
- Students scoring less marks for the remedial tests will have to undergo next remedial test.

The meeting concluded by 4:00pm

Ms. Bini Rani Jose
IQAC Secretary

Fr. Dr. Paulachan K J
Principal