

MINUTES OF IQAC MEETING AS ON 26/06/2021

Agenda:

- Review of initiatives taken up in the academic year 2020-21
- Future plans for the coming years

Minutes:

The first IQAC meeting for the academic year was conducted online on 26/06/2021. The meeting was chaired by Rev. Fr. Dr. Paulachan K J. The meeting commenced with a silent prayer.

- Review of the initiatives undertaken in the year 2020-21 was discussed.
- The initiatives of IQAC in the year 2020-21 were as follows:
 - Introduction of new courses.
 - Revamping of Handbook
 - Annual Quality Assurance Reports of 2018-19 and 2019-20
 - Excelling during the pandemic- Effective online teaching methodologies workshop
 - Introduction of NSDC add programs- Department of HM
 - Enhancement of participative learning technology
 - Enhancing outcome setting of the institution
 - Result Analysis
 - Funded Projects
 - Collaborative activities
 - R-Collective Ver 2.0
 - Enhancement of paper writing quality of student projects and faculty publications
 - Research journals
 - Book publications
 - Enhancement of placement activities
 - Finishing Touches
 - Skill up training program- Training for Non- teaching staff
 - Naipunnya Excellence Awards
 - Academic Administrative Audit



- Future plans of the IQAC to be accomplished in the coming years were as well presented

Plans	2021-22	2022-23
1. Improvising results	60%	80%
2. Attainment of outcome		Final outcome should be attained
3. Enhancing placements	50%	70%
4. Enhancing research	1 paper from each faculty	1 paper from each faculty
5. Funded projects	1 project from each department	1 project from each department
6. Earn while learn	Every department 1 initiative; HM Dept- Bakery and confectionery unit	Every department 1 initiative
7. Infrastructural developments	Changes required(5 storied building)	Changes required(5 storied building)
8. Alumni and PTWA fund	Proper categorization and utilization of funds	Proper categorization and utilization of funds
9. Incubation center with industry collaboration	Start-up facilities – institution based.	Start-up facilities – institution based.
10. Industry experience exposure	Depts were asked to look into the relevant areas	? Depts were asked to look into the relevant areas
11. Extension and outreach activities	Plans to be chalked out	Plans to be chalked out


- Other developments:
 - a. Automated examination center based on blooms taxonomy
(Short term plan; 2 CIE; Long term plan- 5 CIE)
 - b. Result Analysis Wing





c. Board of studies

- Fr. Paul suggested that the institution needs to streamline the extension and outreach activities and proper plans for the same has to be chalked out. A meeting with the extension and outreach coordinators has been classed in the upcoming weeks to discuss the future plans.
- Naipunnya Excellence Awards is one of the best practices of the institution and thoughts of revamping the process is under discussion. Ms. Anitha suggested like the NAAC SSR, we can create an SSR which is to be filled in by the institutions when they are applying for the same.
- More concrete plans of Industry exposure for students is to be thought about. Mr. Jayakrishnan, HOD, CS department suggested that few students can get internships at Infopark, Koratty.
- Ms. Binju put across a plan to start a Naipunnya start-up with the students of the institution. Father entrusted Mr. Sam with the duty of finding out the process and procedure for the same.
- Father suggested that the teachers of the institution has to become more competent in the coming years for their survival. PhD and NET would become mandatory in the coming years.
- Dr. Mathew suggested that the development of library is to be thought about by the management and even restructuring of the same should be done.

The meeting concluded by 3:00pm with a thank you note by the IQAC Secretary.

Prepared by: 
Ms. Bini Rani Jose
IQAC Secretary


Reviewed by:
Dr. Joy Joseph Puthussery
IQAC Coordinator


Approved by:
Fr. Dr. Paulachan K J
Principal



IQAC MEETING HELD ON 22/11/2021

AGENDA:

1. Initiatives of the past months
2. AQAR 2020-21 audit status
3. R-Collective Version 3.0
4. Incubation Center
5. Naipunnya Excellence Awards
6. Earn while learn
7. Improving results and placements
8. Digital content development by faculty
9. New MOUs
10. Updated campus initiatives

MINUTES:

The meeting was chaired by Fr. Dr Paulachan K J and the meeting started with a silent prayer.

A review of initiatives of IQAC in the previous year was conducted.

- **PG restructuring-** As part of the restructuring of PG programs more activities are being arranged for the students such as NET coaching, competitive exams coaching, MERAKI etc. The NAAC coordinator suggested a separate filing is required for the PG Programs.
- **Automated QP generation-** Automated question paper generation has been completed for 3 semesters. Departments were requested to start working on the 4th-semester questions banks. 10% of questions have to be added to the bank every year. CIE 2 of the first semester (2021 admission) should be with the new question bank.
- **STED Council-** 8 courses has been opted by different departments.
- **Funded Projects-** 2 funded projects have been completed until now and the 3rd one is under work by the Department of CS. Fr. Paulachan suggested that all teachers should look into ways of bringing in more funded projects as it will be a monetary benefit for the faculties involved.

Incubation Centre- The institution has received an amount of 2 lakhs for internal projects. Space will be provided for the incubation centre in the college. Money could be used by students for innovative projects. NAAC Coordinator suggested that 1 project can be an ERP system with the help of the CS department. Each dept should think of innovative programs. Following were suggested by the department heads:

IT- Commercialization of software.

Commerce- Project printing and binding,

Languages- publication of guides for subjects

The departments were asked to brainstorm and to bring about innovative ideas.



Naipunnya Institute of Management and Information Technology

R-Collective Ver 3- As an initial step of the same, the faculty in each department will be divided and allotted under a faculty with a doctorate.

Naipunnya Excellence Award - For this year, more focus of the program will be on the students. Each department has various programs planned for the same. A primary meeting of the team was conducted and plans are being chalked out for the same. The program is being planned to be wind up by January 12th and the awards will be given on College Day.

Earn while Learn- Other than in the Languages Department, all the departments the activities are going on smoothly. Father suggested the departments come up with innovative ideas at the time of Christmas.

Placement activities- Placement activities are going on well under the leadership of Mr Santhosh Thanikath, placement manager. Dr Joy suggested creating a placement register to keep a record of the placement of the students.

Digital content creation by faculty- Digital content creation by the majority of faculty was completed last year. For this year, Father suggested more teachers come up with digital content.

ASAP- The registration has been completed and is awaiting further communication.

NAAC Audit Status- The NAAC Coordinator commented that the audit in the department was completed and the results are satisfactory. AQAR crosschecking will be done soon to ensure the correctness of the files uploaded. Discrepancies have to be worked on to ensure it is corrected. Reaudit will be conducted on December 6th and timing will be informed. Common areas will be audited on 29th and 30th. A meeting with the HODs will be conducted soon to discuss the department strategic plans and NAAC recommendation file

Since Ms Binju is leaving the institution, Ms Nithya will take her place. Training will be provided by Ms Binju to the HoDs on outcome setting. Since Ms Sonia is appointed as the Management Representative for ISO, her place as the Criteria 6 Head will be taken up by Mr Jithu Doyal, Department of Hotel Management.

With the above-mentioned discussions, the meeting concluded by 3:00 pm.

Prepared by:



Ms. Bini Rani Jose

IQAC Secretary

Approved by:



Fr. Dr. Paulachan K J

Principal



MINUTES OF IQAC MEETING AS ON 21/02/2022

Agenda:

1. NIRF and AISHE
2. R-Collective status
3. Naivigyan
4. Department proceedings
5. Naipunnya Excellence Award
6. Digital Content Development
7. Unnat Bharat Abhiyan
8. Incubation centre
9. AQAR submission
10. NAAC systems in position
11. NAAC Workshop
12. Other matters

Minutes:

The meeting was chaired by Fr. Dr. Paulachan K J. The meeting commenced with a silent prayer. Dr. Joy Joseph Puthussery, IQAC Coordinator welcomed all the members to the meeting.

Naipunnya complete 25 years in the year. The inauguration of the Golden Jubilee year, NAAC accreditation of NBS and Oruma- Family get together will be planned in the month of April. The following year has to be maximum utilized for the final preparations for the NAAC reaccreditation and for any infrastructural developments.

The status of matters discussed in the previous meeting were discussed:

PG- restructuring- The restructuring activities of the PG students are moving on well. Outbound program is the only activity that hasn't been conducted. Placement related activities of the PG students also has to be looked into.

Question paper generation- The automated question paper generation is going on well. All the departments were requested to forward the question banks of fourth semester to Vice Principal Academics

Funded projects- Only 2 funded projects are completed until now. Father suggested to find out more.

Incubation center -All the initial formalities are complete. An inspection will be conducted by the authorities soon to provide approval.



The matters in the agenda were discussed:

- **NIRF and AISHE**

The required data for NIRF has been submitted. AISHE is being worked upon and the last date for submission is 28th February.

- **R-Collective**

All teachers have been assigned under a guide. 17 research papers have come up until now. Father suggested that a greater number of papers should come up.

- **Naavigyan**

Only 9 papers are submitted until now from the faculty side. Dr. Joy insisted that we need at least 20 papers to include in Naavigyan

- **Department Proceedings**

The National conferences of all departments except Commerce and Additional Languages have been completed. All the departments are also working on the ISBN approved proceedings.

- **Naipunnya Excellence Awards.**

All the competitions were completed on 14th January 2022 and the prize winners were announced on the same day. We have participated of over 80 students from different institutions. The Overall winners are St. Joseph's HSS, Karukutty. They will be awarded on the College Day. The other prizes will be distributed in the institutions itself.

- **Digital content development**

The recording of digital content development by faculty are taking place with the help of the IT.

- **Unnat Bharat Abhiyan**

The initial processes are all over. The applications have been submitted and certain queries which were asked has also been rectified.

- **AQAR submission**

AQAR for the year 2021-22 has been submitted on 7th February 2022. Ms. Bini, NAAC Coordinator thanked all the criteria heads for the support for the same. She also commented that even though the number of programs has increased there are certain areas such as incubation center, extension activities awards, and funded projects etc. that haven't had much of an improvement.

- **NAAC systems in position**

Five main areas such as Linways, CIE examinations, Earn and Learn, Student Grievance redressal and external examinations- IT lab has been taken up and policies has been created for all these areas so as to ensure standardization of use. A copy of the policies will be handed over to the departments to file. More policies will be coming up regarding common areas so as to ensure standardization of use.

- **NAAC workshop**

A workshop was conducted by the NAAC Coordinator for the criteria heads on 15th and 16th February. A detailed analysis as to what was done in each criterion until now and what is to be focused on in the upcoming year was discussed and worked upon in the meeting. Ms. Bini suggested to bring in an external expert so as to ensure that we are moving in the proper direction.

- **Naipunnya International Office in the campus**

A new office of Naipunnya International has begun in the campus for promoting foreign language education for students and faculty, competitive exams preparation and consultancy services for education abroad.

Following areas were suggested by Ms. Bini, NAAC Coordinator which need to be seriously looked into in the upcoming year:

- Faculty Grievance-** A portal has been opened on the website where grievances of the faculty can be submitted. It will be made visible to Ms. Bindu G, Secretary, Faculty Grievance Cell, Dr. Sabu Varghese, Director HRD and Fr. Paulachan.
- Alumni strengthening-** A portal has been opened in the institution website, All the alumni will have to register there so that Alumni WhatsApp groups can be created.
- NAAC Workshop for outside institutions-** A NAAC workshop was planned to be conducted in the month of February but couldn't be conducted because of the rise of Covid- 19 pandemic. It will be conducted in the month of April. It will be a two-day hands-on workshop.


Others matter discussed were:

- Milagres College, Mangalore is interested in a student exchange program. Fr. Paul suggested Mr. Robert, HoD, Dept of HM to be in touch with the college and implement the program.
- Faculty exchanges- Many faculty exchange programs were in conducted in the online mode until now. Fr. Paul suggested that since the working of the institution is back to offline mode, the departments can think of conducting Faculty exchanges in offline mode.
- Awards- Areas are to be looked into were the institution can bag some awards either in the State, National or International.
- Placements- Placements of the final year's students are an area that has to be looked into seriously. Many placement activities are taking place now. Finishing Touch- a program by the Training Department for the final year students as a preparation for placements has to be conducted soon.
- Ms. Bini suggested that all department should have a unique practice that could be shown for the next cycle of accreditation. They should also have a growth cart to show the growth of the departments over the years.

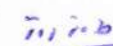
With the above discussions and decisions, the meeting concluded at 3:30 PM

The meeting concluded by 4.15pm 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 27/05/2022**Agenda:**


- Review of initiatives taken up in the academic year 2021-22
- Future plans for the coming years

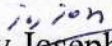
Minutes:

The IQAC meeting was conducted on 27/05/2022. The meeting was chaired by Rev. Fr. Dr. Paulachan K J. The meeting commenced with a silent prayer.

- Dr. Joy Joseph Puthussery ,IQAC Coordinator presented the review of the initiatives undertaken in the year 2021-22 .
- Status of NAAC work was presented by Ms. Bini Rani Jose.
- In the academic year 2022-23, all the activities will be Embracium activities.
- Principal welcomed the new NAAC coordinator Ms. Sonia Thomas and IQAC secretary Ms. Siji Jose.
- Scholarship policies have to be formulated.
- Two faculties will be appointed for documentation.
- NAAC office have to be set.
- Father Principal proposed a counseling cell for parents.
- Mega expo has to be planned out.
- Thanked Ms. Bini Rani Jose for her tremendous effort and services.
- Fr. Paul suggested that the institution needs to streamline the extension and outreach activities and proper plans for the same have to be chalked out.
- All the seven criteria leaders explained the status of NAAC documents and were ready for the re- Audit on 30,31 May 2022.

The meeting concluded by 4.15pm with a thank you note by the IQAC coordinator.

Prepared by: 
Ms. Siji Jose

Reviewed by:

Dr. Joy Joseph Puthussery

Approved by:

Fr. Dr. Paulachan K J

