

MINUTES OF IQAC MEETING AS ON 05/06/2023

Agenda:

- Benchmarks
- 5 year consolidated Data
- AAA Audit
- AQAR -2022-23 submission
- SSR Submission
- Content Writing
- IQAC student Coordinator
- NEP Saarthi
- Master File Submission -5 Years

Minutes:

The first IQAC meeting for the academic year 2023-24 was conducted on 05.06.2023. The meeting commenced with a silent prayer.

- Dr.Joy Joseph Puthussery ,IQAC Coordinator welcomed the team members.
- Principal briefed on the importance of this year and recommended to strive for more than B++ as per the benchmarks specified.
- Principal also insisted that all the documents are kept safe and ensure accountability as well as have to look for an expert content writer.
- NAAC Coordinator , MsSonia Thomas presented the following:
 - The Quantitative Metrics to be filled by criteria leaders by 9 June 2023 .
 - She also insisted that AQAR 2022-23 should be completed by 22 June 2023.
 - AAA Audit is expected to happen on 27 June 2023.
 - SSR is planned to be completed by 31 October 2023.
 - Qualitative Metrics have to be done by the criteria leaders by 16 June 2023.
 - Master file Audit scheduled on 30 June 2023
- Ms.Minnu Maria Thomas I BCA(A),Evina Paul III BCom F(A),Mr.Mithun George(I BHA) were selected as the IQAC Student Coordinators and they were nominated for NEP Saarthi

- Dr. Joy Joseph Puthussery ,IQAC Coordinator insisted on calling subcommittee members on 6 June 2023.
- Principal asked to call for the next IQAC meeting on 23 June 2023 where the criteria leaders have to present the status of the respective criteria.

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



Naipunnya
To reach the unreachable

MINUTES OF IQAC MEETING AS ON 23/06/2023

Agenda:

- AQAR -2022-23 submission

Minutes:

On 23.06.2023, the IQAC (Internal Quality Assurance Cell) meeting took place. The meeting began with a silent prayer, and Dr. Joy Joseph Puthussery, the IQAC Coordinator, welcomed all the team members.

- The coordinator emphasized the importance of completing the Annual Quality Assurance Report (AQAR) for the academic year 2022-23.
- Ms. Sonia Thomas, the NAAC Coordinator, informed the team that the links for all the events conducted would be shared with the criteria leaders by the end of the week. This would assist in the documentation required for the AQAR.
- During the meeting, the criteria leaders discussed various initiatives for the upcoming academic year. It was suggested that all students should be engaged in internships and project work. Additionally, it was proposed to equip each department with smart boards and audio facilities. To improve placement opportunities for students, a mega job fair was also recommended.
- The IQAC coordinator emphasized the significance of being fully prepared for the upcoming internal audit, which would cover the activities and processes of the institution for the previous two years. The internal audit was scheduled to take place from June 4, 2023 to June 10, 2023.
- In addition to the internal audit, an external audit was also planned for June 11, 2023 to June 14 2023 depending on the availability of the auditor.

The meeting concluded at 4:00 pm, with the IQAC coordinator expressing gratitude to all participants for their contributions and involvement in the meeting.

Prepared by:



Ms. Siji Jose

IQAC Secretary

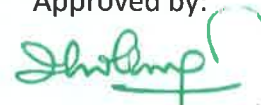
Reviewed by:



Dr. Joy Joseph Puthussery

IQAC Coordinator

Approved by:



Fr. Dr. Paulachan K J

Principal

MINUTES OF IQAC MEETING HELD ON 02/02/2024

The meeting started with a silent prayer, and Dr. Joy Joseph Puthussery welcomed everyone. The Principal emphasized the need to submit the AQAR (Annual Quality Assurance Report) for 2022-23 by **February 9, 2024**, as the institution is moving towards autonomy. Following the AQAR submission, the IIQA (Institutional Information for Quality Assessment) should be submitted by **February 15, 2024**.

The Principal also mentioned that criteria heads should review all documents from 2018-19 to 2022-23 in preparation for the SSR (Self-Study Report) submission on **April 30, 2024**. The department heads were asked if any additional facilities were needed to expedite the work, and they agreed to collaborate on it. The Principal urged them to use Alumni Contributions for the department's benefit. Basic amount of Rs.25000 or more can be utilized for the same. Principal told that the NAAC Coordinator will be exempted from her classes till the submission of SSR. The placement and progression details during academic year 2022-23 should be completed by **February 6, 2024**.

Dr. Joy Joseph Puthussery, the IQAC Coordinator, reminded everyone to submit the pending reports by **February 5, 2024**. Mr. Robert Fernandez, the Vice Principal for Campus Management, shared that there is a plan to organize a job fair at the end of February.

Ms. Sonia Thomas, the NAAC Coordinator, informed that the data of two or three criteria would be uploaded daily, and the final submission of AQAR 2022-23 is scheduled for February 9, 2024. The University Results published during the academic year 2022-23(2020-23 Batch) should be uploaded to the LMS(Linways) by **February 6, 2024**. The meeting concluded by 4:00 pm.

Prepared by



Ms. Siji Jose

IQAC Secretary

Verified by



Dr. Joy Joseph Puthussery

IQAC Coordinator/Dean of Studies

Approved by



Fr. Dr. Paulachan K.J.

Principal/Exe. Director, NIMIT



MINUTES OF THE IQAC MEETING ON 15/03/2024

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

IQAC coordinator informed that IIQA was approved on March 8,2024. He reminded the team that as IIQA is approved, the institution has to submit the SSR within next 45 days. Dr. Joy Joseph Puthussery, IQAC coordinator insisted the criteria team leaders to ensure the completion of qualitative and quantitative data by 21/03/2024(Thursday). He stressed the importance of submitting the first draft of the SSR (Self-Study Report).

All the criteria leaders presented the current status of their respective sub-criteria.

Criteria 1 leader-Ms. SarithaDevi S stated that the following documents are pending:

1.1.1-Curriculum

1.3.1-Bhoomitrasena club activity Brochure 2018-19

Qualitative data is completed.

1.3.1-Template for syllabus and other cross cutting issues of 2018-19 &2019-20 have to be completed.

1.2.2- Scanned copies of SEPs, Addons of 2018-19,2019-20have to be completed. [Naipunnya International,Tally]

Action taken report have to be done after feedback analysis of curriculum.

She also requested the HoDs to upload the updated curriculum to institution website.

Criteria 2 Leader- Ms. Dhanya G.S briefed on the status of criteria 2 sub criteria as follows:

Qualitative Data is Done

2.1.1- Completed

2.1.2-Have consolidate the collected data of 5 years.

2.2- Have to verify the data.

2.3- Dr. Joy told criteria leader to make sure that the teacher assigned to collect the Department events during the last 5 years is completed within next 3 days.

2.4 ,2.5.1 -Still going on

2.7 -Completed

Criteria 3 Leader-Ms. Noble Devassy told that the qualitative data is done. Dr. Joy requested the team to complete the consolidation by Thursday with write-ups and qualitative data. Also insisted them to give the data for website updation.



Criteria 4 Leader-Mr. Sebastian Ponnolil presented that write up for all the areas are done. He also briefed the current status as follows: -

4.1.1. is completed

4.1.2, 4.3.1, 4.3.2 are about to be completed.

Criteria 5 leader Ms. Shajitha T.B updated the status of the criteria. Scholarships are done. Qualitative Data is completed.

Data Template are completed for the last 5 years. Scanning of supporting documents are pending.

Criteria 6 leader told that 6.2. Linways Mou is pending. He also briefed the current status as follows: -

6.3.1 is completed.6.3.2 financial support data partially completed.

6.4. Financial data Budget have to be checked.

6.5.1. Research and society oriented activities have to be collected from Criteria 3.

Criteria 7 Write up is completed.

7.1.1 Reports of 2018-19 scanning have to be done.

Final Decisions made:

- Principal insisted that the final presentation with the whole data, links and supporting documents have to be done on 22/3/2024(Friday)
- Principal told that coming Saturday (16/03/2024) will be a working day for the faculty members to work completely for the NAAC document completion. He also recommended to have criteria wise meeting for follow up at 9.00 am on 16/03/2024(Saturday) followed by a department meeting at 9.30 AM.
- Dr. Joy Joseph Puthussery concluded stating that all should work together for the timely completion of SSR.

The meeting concluded at 4.00 P.M.

Prepared by



Ms. Siji Jose

IQAC Secretary

Verified by



Dr. Joy Joseph Puthussery

IQAC Coordinator

Approved by



Fr. Dr. Paulachan K J

Principal



MINUTES OF THE IQAC MEETING ON 22/03/2024

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

All the criteria leaders presented the current status of their respective sub-criteria with all the supporting documents.

Criteria 1 leader-Ms. SarithaDevi S stated that the following documents are pending:

1.1.1-Curriculum not completed, CIE policy to be uploaded in website.

1.2.1. Completed

1.2.2. Completed , Circular ,List of Students ,syllabus have to be done.

1.4.1. Feedback Analysis and consolidation of 2022-23,2021-22 is pending.

Dr. Jacob also recommended to include the minutes of the executive committee.

She also requested the HoDs to upload the updated curriculum to institution website.

Criteria 2 Leader- Ms. Dhanya G.S briefed on the status of criteria 2 sub criteria as follows:

Qualitative Data is Done

2.1.1- Dr. Jacob suggested to include the sanctioned order with capid

2.1.2-Reservation List not done.

2.3.1- It may take 2 more days for Consolidation

2.6.3. University Result not consolidated

2.7 -Completed

Criteria 3 Leader-Ms. Noble Devassy told that the qualitative data is done.

3.1.Dr.Joy and Dr.Jacob suggested to try to work on this area to increase the score.

3.3. ,3.3.4 Done

3.5 Collaborations[Commerce] ,Mous to be completed.

Criteria 4 Leader-Mr. Sebastian Ponnolil presented that write up for all the areas are done. He also briefed the current status as follows: -

4.1.1. is completed

4.1.2, 4.3.1, 4.3.2 are about to be completed.

IQAC coordinator told to make sure that the documents are have the seal and signature of the Principal.

4.2.Done

4.4 Maintenance not completed

Criteria 5 leader Ms. Shajitha T.B updated the status of the criteria. Scholarships are done. Qualitative Data is completed.

Data Template are completed for the last 5 years. Scanning of supporting documents are pending.

She stated that other than getting the seal and signature in 5.1.4 documents, 5.1 is completed.

5.2.1-Placement and Progression data is incomplete. Dr. Jacob suggested to cross check the data and consolidate it.

5.4 Dr. Joy suggested that the Alumni Minutes, Annual report and Audit Statements can be shown as separate tabs.

Criteria 6 leader Mr. Jithu Doyal briefed the current status of criterion 6 .

6.1. Dr. Jacob P.M suggested to highlight the specific activities done.

6.2 Completed.

6.3 Seal is pending.

6.4. Audited statement have to be collected from Finance Manager. Annual Report 2018-19 and 2019-20 have to be uploaded to website.

6.5.1. Research and society oriented activities have to be collected from Criteria 3.

Criteria 7 Write up is completed.

7.1.1 Documents are consolidated. Links have to be created.

7.1.2. Facilities and initiatives not proper and have to get all documents sealed.

7.1.3. Done

Final Decisions made:

- Principal told that coming Saturday (23/03/2024) will be a working day for the faculty members to work completely for the NAAC document completion.
- Dr. Joy Joseph Puthussery told the criteria heads to join for the short meeting on 23/03/2024 at 9.30 am with NAAC external advisor to review the Qualitative Metrics.
- Dr. Joy Joseph Puthussery concluded stating that all should work together for the timely completion of SSR.

The meeting concluded at 4.15 P.M.

Prepared by



Ms. Siji Jose

IQAC Secretary

Verified by



Dr. Joy Joseph Puthussery

IQAC Coordinator

Approved by



Fr. Dr. Paulachan K J

Principal

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