

Action Taken Report: IQAC Meeting held on 05/06/2023

This report details the actions taken based on the decisions made during the IQAC meeting held on 5th June 2023. The meeting was focused on several key areas, including benchmarks, data consolidation, audits, submissions, content writing, student coordination, and master file submission.

Agenda and Actions Taken

1. Benchmarks

- **Action:** Principal emphasized striving for more than B++ as per specified benchmarks.
- **Status:** Criteria leaders have been informed and motivated to align their efforts with the goal.

2. 5 Year Consolidated Data

- **Action:** NAAC Coordinator to ensure data collection and consolidation.
- **Status:** Data collection is ongoing, with criteria leaders working on compiling necessary information.

3. AAA Audit

- **Action:** Schedule and prepare for the AAA Audit on 27 June 2023.
- **Status:** Preparations are underway, with necessary documents being compiled and reviewed.

4. AQAR 2022-23 Submission

- **Action:** Complete AQAR for 2022-23 by 22 June 2023.
- **Status:** Work is in progress. Criteria leaders are coordinating with Ms. Sonia Thomas to meet the deadline.

5. SSR Submission

- **Action:** Plan to complete SSR by 31 October 2023.
- **Status:** Initial planning and data gathering stages have begun. Criteria leaders are setting up timelines to ensure completion.

6. Content Writing

- **Action:** Principal highlighted the need for expert content writing and document safety.
- **Status:** Search for a qualified content writer is ongoing. Document management protocols are being reinforced.

7. IQAC Student Coordinator

- **Action:** Selection of student coordinators: Ms. Minnu Maria Thomas, Evina Paul, and Mr. Mithun George.
- **Status:** Coordinators have been briefed on their roles and responsibilities. They are also nominated for NEP Saarthi.

8. NEP Saarthi

- o **Action:** Nominate selected student coordinators.
- o **Status:** Nominations have been submitted.

9. Master File Submission - 5 Years

- o **Action:** Schedule Master File Audit on 30 June 2023.
- o **Status:** Compilation and review of master files are in progress.

Follow-Up Actions

- **Subcommittee Meeting:** Conducted on 6 June 2023 as per the instruction of Dr. Joy Joseph Puthussery.
- **Next IQAC Meeting:** Scheduled for 23 June 2023 to review the status updates from criteria leaders.

Conclusion

The IQAC meeting held on 05/06/2023 has set a clear agenda for the upcoming academic year, with defined actions and deadlines. The progress is on track, and subsequent meetings will ensure continued adherence to the set benchmarks and completion of required audits and submissions.

Sincerely,



IQAC Secretary



Principal

Fr. Dr. PAULACHAN K.J.
Principal



Action Taken Report: IQAC Meeting held on 23/06/2023

This report outlines the actions taken based on the decisions made during the IQAC meeting held on 23rd June 2023. The meeting focused on the submission of the Annual Quality Assurance Report (AQAR) for the academic year 2022-23, among other initiatives and audit preparations.

Agenda and Actions Taken

1. AQAR 2022-23 Submission

- **Action:** Emphasis on the importance of completing the AQAR for 2022-23.
- **Status:** Ongoing. Criteria leaders are actively working on compiling the required documentation.

2. Documentation and Event Links

- **Action:** Ms. Sonia Thomas to share links for all events conducted with criteria leaders by the end of the week.
- **Status:** Links shared on 26th June 2023, facilitating the documentation process for AQAR.

3. Initiatives for the Upcoming Academic Year

- **Internships and Project Work:**
 - **Action:** Engage all students in internships and project work.
 - **Status:** Departments have initiated plans to incorporate internships and project work into their curriculum.
- **Smart Boards and Audio Facilities:**
 - **Action:** Equip each department with smart boards and audio facilities.
 - **Status:** Procurement process started. Budget approvals are in progress.
- **Mega Job Fair:**
 - **Action:** Improve placement opportunities by organizing a mega job fair.
 - **Status:** Planning committee formed. Tentative date set for December 2023.

4. Internal Audit Preparation

- **Action:** Ensure readiness for the internal audit covering activities and processes from the previous two years, scheduled from June 4, 2023 to June 10, 2023.

- **Status:** Completed. The audit was successfully conducted, and reports are being reviewed.

5. External Audit Preparation

- **Action:** Prepare for the external audit scheduled from June 11, 2023 to June 14, 2023, subject to auditor availability.
- **Status:** Completed. The external audit was conducted as planned, with positive preliminary feedback.

Follow-Up Actions

- **AQAR Completion:** Continue efforts to finalize and submit the AQAR by the stipulated deadline.
- **Initiatives Implementation:** Monitor and support the implementation of internships, project work, smart boards, audio facilities, and the mega job fair.
- **Audit Report Review:** Review and address any findings from the internal and external audit reports to ensure continuous improvement.

Conclusion

The IQAC meeting on 23/06/2023 effectively set the stage for completing the AQAR for 2022-23 and laid out several initiatives for enhancing academic and infrastructural quality. The internal and external audits were successfully conducted, and follow-up actions are in progress to address and implement the decisions made during the meeting.

Sincerely,



IQAC Secretary



Principal

Fr. Dr. PAULACHAN K.J.
Principal

Action Taken Report: IQAC Meeting held on 02/02/2024

This report outlines the actions taken based on the decisions made during the IQAC meeting held on 2nd February 2024. The meeting focused on the submission of the Annual Quality Assurance Report (AQAR) for the academic year 2022-23, preparations for autonomy, and various other academic and administrative tasks.

Agenda and Actions Taken

1. AQAR 2022-23 Submission

- **Action:** Submit AQAR by February 9, 2024.
- **Status:** The submission process is underway, with criteria heads ensuring all necessary documents are finalized.

2. IIQA Submission

- **Action:** Submit IIQA by February 15, 2024.
- **Status:** Preparation for IIQA submission has begun, with data being compiled and reviewed.

3. SSR Preparation

- **Action:** Review all documents from 2018-19 to 2022-23 for SSR submission by April 30, 2024.
- **Status:** Criteria heads are reviewing documents and collaborating on necessary updates and verifications.

4. Additional Facilities and Alumni Contributions

- **Action:** Utilize alumni contributions, with a minimum of Rs. 25,000, for departmental needs.
- **Status:** Departments are identifying specific needs and coordinating the use of alumni funds for improvements.

5. NAAC Coordinator Exemption

- **Action:** Exempt NAAC Coordinator from classes until SSR submission.

- **Status:** Ms. Sonia Thomas has been exempted from teaching duties to focus on NAAC-related work.

6. Placement and Progression Details

- **Action:** Complete placement and progression details for 2022-23 by February 6, 2024.
- **Status:** The placement and progression report is being finalized.

7. Pending Reports Submission

- **Action:** Submit pending reports by February 5, 2024.
- **Status:** Criteria heads are submitting the pending reports as per the deadline.

8. Job Fair Organization

- **Action:** Plan and organize a job fair at the end of February 2024.
- **Status:** Initial planning is complete, and preparations for the job fair are underway.

9. University Results Upload

- **Action:** Upload university results for the 2022-23 academic year (2020-23 Batch) to the LMS (Linways) by February 6, 2024.
- **Status:** Results are being collected and uploaded as scheduled.

10. AQAR Data Upload

- **Action:** Upload data for two or three criteria daily, with the final submission by February 9, 2024.
- **Status:** Data upload is progressing smoothly, ensuring timely completion.

Follow-Up Actions

- **Monitor Progress:** Regularly check the progress of AQAR and IIQA submissions.
- **Support SSR Preparation:** Provide additional resources and support to criteria heads for thorough document review.
- **Coordinate Alumni Contributions:** Ensure effective utilization of alumni funds for department improvements.
- **Finalize Job Fair Details:** Complete all arrangements for the upcoming job fair and promote participation.



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- **Confirm Reports and Uploads:** Verify the completion and accuracy of all submitted reports and uploaded results.

Conclusion

The IQAC meeting on 02/02/2024 set forth critical tasks for the institution's move towards autonomy and quality assurance. With clear deadlines and responsibilities, the actions are being diligently followed up, ensuring that all submissions and preparations are on track.

Sincerely,



IQAC Secretary



Principal

Fr. Dr. PAULACHAN K.J.
Principal

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Action Taken Report: IQAC Meeting held on 15/03/2024

This report outlines the actions taken based on the decisions made during the IQAC meeting held on 15th March 2024. The meeting focused on the preparation and submission of the Self-Study Report (SSR) following the approval of the IIQA, as well as updates on the status of various criteria.

Agenda and Actions Taken

1. IIQA Approval and SSR Submission

- **Action:** Submit SSR within 45 days of IIQA approval (by April 22, 2024).
- **Status:** Criteria leaders are actively working on compiling qualitative and quantitative data.

2. Completion of Qualitative and Quantitative Data by 21/03/2024

- **Action:** Criteria team leaders to complete the first draft of SSR.
- **Status:** Criteria leaders have committed to finalizing data by the given deadline.

3. Criteria-wise Updates and Actions

- **Criteria 1 (Ms. Saritha Devi S)**
 - **Pending:**
 - 1.1.1 - Curriculum documents
 - 1.3.1 - Bhoomitrasena club activity brochure (2018-19)
 - 1.3.1 - Template for syllabus and other cross-cutting issues (2018-19 & 2019-20)
 - 1.2.2 - Scanned copies of SEPs and Add-ons (2018-19 & 2019-20)
[Naipunnnya International, Tally]
 - **Action:** Complete qualitative data and feedback analysis. HoDs to upload the updated curriculum to the institution website.
 - **Status:** In progress, with a focus on finalizing the pending documents.
- **Criteria 2 (Ms. Dhanya G.S)**
 - **Completed:**
 - Qualitative Data

- 2.1.1
- 2.1.2 - Data consolidation for 5 years
- 2.7
- **Pending:**
 - Verification of data (2.2)
 - Collection of department events data (2.3)
 - Completion of sub-criteria 2.4, 2.5.1
- **Action:** Ensure the teacher assigned completes the department events data within 3 days.
- **Status:** Ongoing, with deadlines being met.
- **Criteria 3 (Ms. Noble Devassy)**
 - **Completed:** Qualitative data
 - **Pending:** Consolidation of data and preparation of write-ups
 - **Action:** Complete consolidation by Thursday and provide data for website updates.
 - **Status:** Progressing towards the Thursday deadline.
- **Criteria 4 (Mr. Sebastian Ponnolil)**
 - **Completed:**
 - Write-ups for all areas
 - 4.1.1
 - **Pending:**
 - 4.1.2, 4.3.1, 4.3.2
 - **Action:** Finalize pending areas.
 - **Status:** Near completion.
- **Criteria 5 (Ms. Shajitha T.B)**
 - **Completed:** Scholarships, qualitative data, data templates for 5 years
 - **Pending:** Scanning of supporting documents
 - **Action:** Complete scanning of pending documents.
 - **Status:** Ongoing.
- **Criteria 6 (Leader not specified)**
 - **Pending:**

- 6.2 - Linways MoU
- 6.3.2 - Partial financial support data
- 6.4 - Financial data budget review
- 6.5.1 - Collection of research and society-oriented activities from Criteria 3
- **Completed:**
 - 6.3.1
- **Action:** Finalize pending data and budget review.
- **Status:** Progressing.
- **Criteria 7 (Leader not specified)**
 - **Completed:** Write-up
 - **Pending:** Scanning of 2018-19 reports (7.1.1)
 - **Action:** Complete scanning of reports.
 - **Status:** Ongoing.

Final Decisions and Actions

- **Final Presentation:**
 - **Action:** Present final data, links, and supporting documents on 22/03/2024 (Friday).
 - **Status:** Scheduled for presentation.
- **Working Day for NAAC Document Completion:**
 - **Action:** 16/03/2024 (Saturday) designated as a working day for faculty.
 - **Status:** Criteria-wise meeting at 9:00 AM, followed by a department meeting at 9:30 AM.
- **Collaboration for SSR Completion:**
 - **Action:** Ensure all team members work together for the timely completion of SSR.
 - **Status:** Ongoing, with strong emphasis on collaboration and meeting deadlines.



Conclusion

The IQAC meeting on 15/03/2024 has set clear deadlines and tasks to ensure the timely submission of the SSR and the completion of various criteria-related activities. Continuous monitoring and collaboration are in place to achieve these goals efficiently.

Sincerely,



IQAC Secretary



Principal
Fr. Dr. PAULACHAN K.J.
Principal


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Action Taken Report: IQAC Meeting held on 22/03/2024

This report outlines the actions taken based on the decisions made during the IQAC meeting held on 22nd March 2024. The meeting focused on the current status of sub-criteria for the SSR (Self-Study Report) submission and the necessary steps for timely completion.

Agenda and Actions Taken

1. Criteria-wise Updates and Actions

o Criteria 1 (Ms. Saritha Devi S)

▪ Pending:

- 1.1.1 - Curriculum (not completed), CIE policy to be uploaded on the website.
- 1.4.1 - Feedback Analysis and consolidation for 2022-23, 2021-22.
- **Action:** Include minutes of the executive committee and upload the updated curriculum to the institution's website.

▪ Completed:

- 1.2.1
- 1.2.2 - Circular, list of students, syllabus.

- **Status:** Working on pending items with a focus on uploading and feedback analysis.

o Criteria 2 (Ms. Dhanya G.S)

▪ Pending:

- 2.1.1 - Include sanctioned order with capid.
- 2.1.2 - Reservation list.
- 2.3.1 - Consolidation (2 more days required).
- 2.6.3 - University result consolidation.

▪ Completed:

- Qualitative Data
- 2.7



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- **Status:** Finalizing pending documents and consolidations.
 - **Criteria 3 (Ms. Noble Devassy)**
 - **Pending:**
 - 3.1 - Work on areas to increase the score.
 - 3.5 - Collaborations (Commerce), MoUs.
 - **Completed:**
 - Qualitative Data
 - 3.3, 3.3.4
 - **Status:** Enhancing criteria for better scores and finalizing collaborations.
 - **Criteria 4 (Mr. Sebastian Ponnolil)**
 - **Pending:**
 - 4.1.2, 4.3.1, 4.3.2 - Almost completed.
 - 4.4 - Maintenance documents.
 - **Completed:**
 - Write-ups for all areas
 - 4.1.1
 - 4.2
 - **Status:** Ensuring all documents have the principal's seal and signature and completing maintenance documents.
 - **Criteria 5 (Ms. Shajitha T.B)**
 - **Pending:**
 - Scanning of supporting documents.
 - Seal and signature for 5.1.4 documents.
 - 5.2.1 - Placement and progression data (cross-check and consolidate).
 - 5.4 - Alumni minutes, annual report, and audit statements as separate tabs.
 - **Completed:**
 - Scholarships
 - Qualitative Data
 - Data Template for last 5 years
 - **Status:** Working on finalizing and scanning pending documents.

- **Criteria 6 (Mr. Jithu Doyal)**
 - **Pending:**
 - 6.3 - Seal pending.
 - 6.4 - Audited statements from Finance Manager and upload annual reports (2018-19 and 2019-20) to the website.
 - 6.5.1 - Collect research and society-oriented activities from Criteria 3.
 - **Completed:**
 - 6.1 - Highlight specific activities.
 - 6.2
 - **Status:** Finalizing pending documents and ensuring proper highlighting of activities.
- **Criteria 7 (Leader not specified)**
 - **Pending:**
 - 7.1.1 - Create links.
 - 7.1.2 - Proper facilities and initiatives, get all documents sealed.
 - **Completed:**
 - Write-up
 - 7.1.3
 - **Status:** Consolidating documents and creating necessary links.

Final Decisions and Actions

- **Working Day for NAAC Document Completion:**
 - **Action:** Designate 23/03/2024 (Saturday) as a working day for faculty members to complete NAAC documents.
 - **Status:** Scheduled and communicated to all faculty members.
- **Meeting with NAAC External Advisor:**
 - **Action:** Hold a short meeting on 23/03/2024 at 9:30 AM with the NAAC external advisor to review Qualitative Metrics.
 - **Status:** Scheduled.

- **Collaboration for SSR Completion:**

- **Action:** Ensure all team members work together for the timely completion of SSR.
- **Status:** Emphasized collaboration and teamwork for successful completion.

Conclusion

The IQAC meeting on 22/03/2024 highlighted the critical areas requiring attention for the SSR submission. With set deadlines and actions, all criteria leaders and team members are working collaboratively to meet the submission requirements efficiently.

Sincerely,



IQAC Secretary



Principal

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