



MAR SLEEVA COLLEGE OF ARTS AND SCIENCE

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on 8th June 2020 at Conference Hall

AGENDA	DECISION	ACTION TAKEN
Evaluation of action plan by the Department.	The meeting evaluated the various activities of the last academic year and decided to prepare teaching plan for the timely and effective implementation of curriculum.	Implemented Teaching Plan
Planning the functioning of various Club/Cell/Committees	Decided to review the follow up of Academic Calendar preparation and academic planning.	Reviewed
Online Class during Lockdown period	Decided to conduct online classes in various platforms and to submit weekly report to the Principal.	HoDs submitted online class report to Principal
Update Website	Decided to update the Website and entrusted the Website Committee which disseminates the efforts and the achievements of the College, Students, and Staff to the outer world through Website updates.	Updated
Review of DEQ	Decided to review the College Management Software and suggested a few more updations.	DEQ updated with new features.

Value Education	Decided to conduct Value Education classes on every Wednesday.	Started Value education classes.
NPTEL Swayam Online Course	Decided to register the students in NPTEL Swayam Online Course	Students registered NPTEL Swayam Online Course and assigned teachers as mentors.

INTERNAL QUALITY ASSURANCE CELL(IQAC)

Minutes of the IQAC Meeting held on 3rd August 2020(Online)

AGENDA	DECISION	ACTION TAKEN
Teacher's Profile Updation	Principal proposed to update profile of all the teachers before 31st july	Faculty profile updated
Curriculum Implementation	Faculty members should give good care to the implementation of curriculum as per schedule.	IQAC monitor the curriculum implementation
Review of Online Classes	The committee evaluated the online participation of students,students' concerns and other issues related to online class.	Entrusted Class Incharge to make sure the participation of students in the online classes
Certificate Courses	IQAC Coordinator recommended to offer 30 hrs Add on Course for students.	Faculties submitted 30 hrs certificate course syllabus and other materials to Add on course cell.
Skill Development Programme	Planned to conduct training in Microsoft Office by the Commerce and BBA Department.	A training on MS office was conducted by Management Dept.
Online PTA	Decided to conduct the online PTA to analyse the responses of parents on Online Class	Conducted online PTA and taken measures according to the suggestions by the parents.

INTERNAL QUALITY ASSURANCE CELL(IQAC)

Minutes of the IQAC Meeting held on 4th August 2022 at Conference Hall

AGENDA	DECISION	ACTION TAKEN
Review of the decision of the previous IQAC meeting	The meeting started with a silent prayer. The minutes of the previous meeting were read and approved	Approved previous minutes.
Discussion of programmes to be organised under Azadi ka Amruth Mahotsav	IQAC coordinator informed the need to conduct various programmes in connection with the Independence day celebration under Azadi ka Amruth Mahotsav and IQAC suggested NCC,NSS, Departments to conduct suitable programmes in this regard.	Celebrated the Independence Day under Azadi ka Amruth Mahotsav with leadership of NCC and Department of Management Studies
Skill Development Programme	IQAC recommended to conduct a training in Mushroom Cultivation for the student and entrusted ED Club to coordinate the event	Conducted a training programme on Mushroom Cultivation
Criterion Meeting	Decided to conduct criterion 1 meeting at administrators cabin to discuss the progress of criterion works.	Evaluated the progress of criterion I works

INTERNAL QUALITY ASSURANCE CELL(IQAC)

Minutes of the IQAC Meeting held on 5th October 2022 (Online Plattform)

AGENDA	DECISION	ACTION TAKEN
Review of the decision of the previous IQAC meeting	The meeting started with a silent prayer. The minutes of the previous meeting were read and approved	Approved previous minutes.
Evaluation of Criterion Reports	Criterion members presented their work in progress report to IQAC	IQAC monitors the documents submitted by various criterion heads.
Skill Development Programme	Entrusted BCA and Geology Department to conduct Soft Skill Development Programmes.	Conducted soft skill Development Programmes.
FDP	Decided to conduct Faculty Development Programme on NAAC Accreditation by IQAC, Mar Sleeva College.	Conducted Faculty Development Programme on NAAC Accreditation
Newcomers Day	Decided to conduct an online Inauguration of MSW Department o	conducted an online Inauguration of MSW Department on 2nd November 2020.

INTERNAL QUALITY ASSURANCE CELL(IQAC)

Minutes of the IQAC Meeting held on 7th December 2020 (Online Plattform)

AGENDA	DECISION	ACTION TAKEN
Review of the decision of the previous IQAC meeting	The meeting started with a silent prayer. The minutes of the previous meeting were read and approved	Approved previous minutes.
Curriculum planning for the new semester	Entrusted HoD's to implement the curriculum as per the schedule.	IQAC monitor the implementation of curriculum planning
Review of course completion Feedback	Entrusted Hod to collect the course completion feedback from the students	Reviewed the course completion feedback by the students
Department/Club/Cell activities	Decided to conduct a career Enrichment programme for the final year UG students by BCA and Commerce Department. Decided to conduct a workshop on YouTube Blogging by ED Club. Planned to conduct an online carol singing competition "Strenna 2020". Decided to conduct a talk on Professional Ethics by the BBA Department.	Different department/clubs/cell organised may activities as scheduled
Skill Development Programmes	Decided to conduct a Webinar on Dissertation Preparation for the final year UG students.	Conducted Skill Development Programmes

INTERNAL QUALITY ASSURANCE CELL(IQAC)Minutes of the IQAC Meeting held on 1st February 2021 at Conference Hall

AGENDA	DECISION	ACTION TAKEN
Review of the decisions of the previous IQAC meeting	The meeting started with a silent prayer. The minutes of the previous meeting were read and approved.	Approved previous minutes
Career Development Programme	Decide to conduct a Seminar on 'Explore Career in Finance and Accounts'.	conducted a Seminar on 'Explore Career in Finance and Accounts' by the Commerce Department.
MSW Association & Career Counselling Cell Inauguration.	Decided to conduct MSW Association and Counselling Cell Inauguration	conducted MSW Association and Counselling Cell Inauguration on 1st March 2021
FDP	Planned to conduct a Faculty Development Programme in 'Research Methodology by the English and Commerce Department.	Conducted Faculty Development Programme in 'Research Methodology

INTERNAL QUALITY ASSURANCE CELL(IQAC)

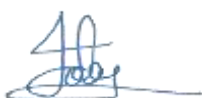
Minutes of the IQAC Meeting held on 4th March 2021 at Conference Hall

AGENDA	DECISION	ACTION TAKEN
Review of the decisions of the previous IQAC meeting	The meeting started with a silent prayer. The minutes of the previous meeting were read and approved.	Approved previous minutes
Career Enrichment Programme	Planned to conduct a training on Group Discussion Tips by Career and Placement Cell.	conducted training on Group Discussion Tips by Career and Placement Cell.
Feedback from stakeholders	IQAC decided to collect feedback from all stakeholders	Feedback collected
Academic Audit	It is decided to conduct an academic audit by the IQAC team for the year 2020-2021	The annual report data was collected from all departments and clubs in the prescribed format

INTERNAL QUALITY ASSURANCE CELL(IQAC)

Minutes of the IQAC Meeting held on 7th May 2021 at Conference Hall

AGENDA	DECISION	ACTION TAKEN
Comprehensive plan for the re-opening	The meeting also discussed academic areas and curricular planning. The Principal suggested all the class teachers inform the students and their parents regarding the online classes.	Class Tutors communicated the parents
Feedback analysis for action taken	Criterion 1 coordinator presented the feedback and analysis from stake holders and IQAC discussed and decided for action taken	Action taken report prepared and submitted to Management
Action plan for next academic year	The meeting evaluated the action plan submitted by the Departments and decided to incorporate to the handbook and CalendarCalendar for the next academic year	The action plan given by the department were consolidated to form the academic plan of the college
Faculty Training Programme	It is decided to conduct a faculty training programme in the month of June.	Faculty Training Programme will be conducted on June
Academic Calendar preparation (2021-22)	Principal invited suggestions for the academic calendar 2020-21. He urged the members to come up with proposals for quality enhancement on teaching-learning, infrastructure development and student support.	Decided that the activities given in acti plan submitted by various departments are screened and included in the college calendar and IQAC will monitor the performance of the departments.




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