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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on 9th June 2023 at Conference Hall

AGENDA	DECISION	ACTION TAKEN
Departmental Interactions	IQAC Coordinator engaged with criterion heads and department heads to reinforce IQAC's role and foster departmental ties, complementing regular interactions	Criteria heads and Heads of Departments submitted monthly performance reports.
Certificate/Value-Added Courses	Commence STEPS (Skill and Talent Enhancement Programmes) in July, offering certificate/ value-added courses.	Commenced certificate courses in July; appointed Mrs. Emilia Joy as Coordinator.
Teacher Performance Report (TPR):	Distribute TPR immediately to ensure proper teaching plan documentation.	Distributed TPR to faculties.
Mentorship Programme	Prepare and submit mentor- mentee lists and mentoring registers.	Published Mentor-Mentee list and distributed mentoring registers.
Learning Management System	Utilize Embase Pro Suite's potential and implement OBE module.	Added OBE module in Embase Pro Suite; appointed Mr. Abin Mathew Sebastian as oversight officer.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on 10th July 2023 at Conference Hall

AGENDA	DECISION	ACTION TAKEN
Review of the decisions of the previous IQAC meeting	Review implementation of previous meeting decisions and IQAC's effectiveness in ensuring institutional quality	Approved previous minutes.
Students IQAC and SQAC Formation	Form Students IQAC and SQAC (Student Quality Assurance Cell), outlining roles and functions	Formed Students IQAC and SQAC to promote quality standards; enabling student-management interface. Assigned Mr.Abhai Antony as Coordinator.
Induction Programme and Bridge Course	IQAC decided to conduct an Induction Programme and Bridge Course for first-year UG students	Conducted Induction Programme and Bridge Course for first-year UG students
Curriculum Feedback Analysis	Analyse curriculum feedback from stakeholders, evaluate teacher feedback from students, and assess recommendations for quality improvements.	Prepared and forwarded report on stakeholder feedback to Management.
Documentation of Programmes	Mr. Anand Joseph will coordinate documentation efforts, ensuring timely submission of supporting documents.	Mr. Anand Joseph timely coordinated and documented the programmes conducted by various departments, Cells, and Clubs.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on 4th August 2023.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.
Self-Study Report (SSR) Preparation	Initiate SSR preparation. Criteria Coordinators to present progress on data collection and compilation.	Collected and compiled documents from various departments, cells, and clubs..
Soft Skills Enhancement Programme	Conduct soft skills programme for students and entrust Department of Social Work with coordination.	Conducted department-wise soft skill development programmes.. .
Inter-Departmental Celebrations	Conduct Inter-departmental Onam and Independence Day celebrations under various departmental initiatives.	NCC and Department of Management Studies conducted the Independence Day celebration; College Union initiated Onam celebrations.
Parent-Teacher Association (PTA) Meeting	Conduct a PTA meeting for UG students at an early date	Successfully conducted PTA meeting for UG students.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on 21st September 2023 at Conference Hall

AGENDA	DECISION	ACTION TAKEN
Self-Study Report (SSR) Preparation	Evaluate completed criterion	Evaluate completed criterion
Strategic Plan	Principal entrusted IQAC to evaluate strategic plan 2018-28.	Evaluated strategic plan and provided recommendations to Management..
Internal Examination and Outcome mapping.	Map internal examination question papers to course outcomes and mark entry as per OBE manual specifications.	Started OBE mapping.
Administrative Training	Conduct Administrative Training Programme for first-year UG students.	Conducted Administrative Training on Embase for UG students.
Any other relevant quality Issues	Conduct Orientation Programme on Value Education.	Conducted Orientation Programme on Value Education.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on 4th October 2023 at Conference Hall

AGENDA	DECISION	ACTION TAKEN
College Election	Conduct College Union Election as per University norms.	College Union Election conducted as per University norms.
Rural Camp	Conduct Rural Camp for social work trainees as part of best practice.	Conducted Rural Camp at Vattavada from 15th to 19th October
PTA Executive Meeting	Summon PTA Executive meeting.	PTA Executive meeting conducted.
Skill Development programme.	Conduct various skill development programmes to enhance student skills.	Various skill development programmes conducted by different departments and club/cells.
OBE Attainment Analysis	Discuss and initiate OBE mapping.	OBE mapping discussion conducted; mapping initiated.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on 3rd November 2023 at Conference Hall

AGENDA	DECISION	ACTION TAKEN
Self-Study Report (SSR) Preparation	Consolidate data and meet deadlines for SSR submission.	Consolidated SSR data.
Important Day Celebrations	Conduct celebrations for important days.	Conducted celebrations for important days.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on **06th December 2023 at** Conference Hall

AGENDA	DECISION	ACTION TAKEN
Inter-Departmental Christmas Celebrations	Conduct Inter-departmental Christmas celebrations under College Union's initiative	Christmas Celebrated on 22/12/2023.
Internal Academic Audits	Conduct department-wise internal academic audits to assess and improve academic and administrative processes.	Conducted department-wise Internal Academic Audit.
Electoral Nominal Roll Enrolment	Coordinate Electoral Nominal Roll Enrolment for student registration through ELC.	Electoral Nominal Roll enrolled under ELC's supervision..
Administrative Training Programme	Conduct Administrative Training Programme for students	Conducted Administrative Training for students on Embase Pro Suite..
SSR Preparation Review	Review departmental files submitted for SSR preparation.	Reviewed departmental files; corrective measures taken for improvement in SSR preparation..

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 04/01/ 2024 at conference Hall

AGENDA	DECISION	ACTION TAKEN
Review of the decisions of the previous IQAC meeting	Review implementation of previous meeting decisions and IQAC's effectiveness.	Approved previous minutes; decisions implemented and IQAC functioning effectively.
IIQA Submission and NAAC Accreditation Preparation	- Submit IIQA. -NAAC Accreditation Preparation - Department Heads to ensure necessary documents;	- IIQA submitted. - Prepare department files for - NAAC Accreditation. - documents received from various departments.
Staff Welfare: Staff Tour	Conduct Staff tour as part of staff welfare initiatives.	Staff tour conducted on 15/01/2024 .
SSR Submission Preparation	- Combine criterion-wise documents for SSR submission.	Criterion-wise details uploaded; ongoing.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 05/02/ 2024 at conference Hall

AGENDA	DECISION	ACTION TAKEN
Feedback on Curriculum and Academic Ambience	Collect feedback from stakeholders on Curriculum and Academic Ambience through Feedback Committee. .	Feedback Committee collected stakeholder feedback on Curriculum and Academic Ambience
Students' Evaluation of Faculty	Collect students' evaluation of faculty members for 2023-2024 through Feedback Cell. .	Collected students' feedback on teachers
Convocation and Merit Day Celebration	Conduct MSW students' convocation and Merit Day celebration; entrust Sr. Alby P J with coordination.	Conducted MSW convocation and Merit Day celebration.

INTERNAL QUALITY ASSURANCE CELL(IQAC)

Minutes of the IQAC Meeting held on 06th March 2024 at Conference Hall

AGENDA	DECISION	ACTION TAKEN
Review of the decisions of the previous IQAC meeting	Begin meeting with silent prayer. Review of Previous Meeting	Approved previous minutes
Annual Reports from Departments and Clubs	Collect annual reports; finalize data submission format.	Data collected for finalizing annual report.. .
Administrative and Academic Audit (AAA)	Present manual and template files for AAA preparation.	AAA preparation underway; conduct AAA in April.
NAAC File Status Review	Scrutinize updated NAAC files in departments.	Criteria Coordinators to identify criteria-wise status; take necessary measures..
Audits	Conduct Energy, Green, and Gender Audits; verify relevant documents.	Audit process initiated.
Teachers Performance Record (TPR) and Performance Appraisal	Submit completed TPRs to Principal for end-semester evaluation	TPRs submitted.
Self-Appraisal Forms	Finalize new PBAS form; submit self-appraisal forms.	New PBAS form finalized; self-appraisal forms submitted and evaluated

Online Alumni Meet	Ensure success of Online Alumni Meet on March 24; engage maximum stakeholders.	Online Alumni Meet conducted on March 24,
Stakeholder Feedback	Collect feedback from all stakeholders.	Feedback collected.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on 4th April 2024 at Conference Hall

AGENDA	DECISION	ACTION TAKEN
Review of the decisions of the previous IQAC meeting	Review implementation of previous meeting decisions and IQAC's effectiveness.	Approved previous minutes; decisions implemented and IQAC functioning effectively..
Administrative and Academic Audit	Present AAA evaluation report; seek member suggestions.	Academic and administrative audit successfully carried out.
Self-Study Report (SSR) Presentation	Present SSR; invite member suggestions and feedback.	Provided suggestions on SSR.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 3ʳᵈ May 2024 at conference Hall

AGENDA	DECISION	ACTION TAKEN
Review of the decisions of the previous IQAC meeting	Review implementation of previous meeting decisions and IQAC's effectiveness.	Approved previous minutes; decisions implemented and IQAC functioning effectively
Evaluation of Administrative and Academic Audit	Present AAA evaluation report; seek member suggestions	AAA Reports and action taken reports prepared.
SSR Submission and Verification	- Quality Metrics Verification. Finalize and submit NAAC SSR	Cross-verified QLM and QNM metrics. SSR submitted on May 20, 2024.
Stakeholder Feedback Analysis	• Analyze feedback collected from stakeholders. • Prepare IQAC Action Taken Report on stakeholder feedback.	Consolidated Department Wise Feedback and Action Taken Report. Prepared IQAC Action Taken Report on Stakeholders.
Action plan for next academic year	Evaluate departmental action plans; incorporate into handbook and calendar for next academic year.	Academic plan prepared.

IQAC Coordinator   **Principal**