



MAR SLEEVA COLLEGE OF ARTS AND SCIENCE

Murickassery, Rajamudy P O

www.marsleeva.in, marsleevacollege@gmail.com

Ph. 04868263750, 9496302778

Affiliated to MG University Kottayam, U O No.4023/12/AC A VII

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on 9th June 2022 at Conference Hall

AGENDA	DECISION	ACTION TAKEN
Review of the decisions of the previous IQAC meeting.	The meeting reviewed that the decisions taken in the previous meeting have been implemented and that the functioning of IQAC is effective in ensuring the overall institutional quality.	Approved previous minutes.
Interactive session with Criterion Heads and Head of all Departments.	IQAC Coordinator interacted with each criterion head and Head of all Departments for assessing IQAC related works and its progress in the Departmental level as well as the Co-ordinators of various Clubs/Cells.	Criteria heads and Heads of the Departments submitted reports regarding their monthly performance.
Feedback Analysis	The curriculum feedback from various stakeholders was analysed in the meeting for quality improvements.	The action taken report from various stakeholders was prepared.
Discussion of Embase Pro Suit and OBE	IQAC recommended and selected Ms. Alida Roy and Mr. Abin Mathew Sebastian were Co-ordinators of OBE implementation.	The College installed a \Software Embase Pro Suit for all academic and administrative activities. MS. Alida Roy and Mr. Abin Mathew Sebastian were entrusted the task of OBE implementation for the current academic year.

Distribution of Mentoring Diary	It is decided to prepare and submit the mentor-mentee list and distribute the mentoring diary to all mentors for starting the mentoring at the earliest.	The mentor -mentee list was prepared and mentoring diary was distributed to mentors.
Website Updation	The Website Committee disseminate the efforts and the achievements of the College, Students, and Staff to the outer world through Website updates.	Uploaded relevant information time bound and started a special/ separate /exclusive page for hosting

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on 6th July 2022 at Conference Hall

AGENDA	DECISION	ACTION TAKEN
Review of the decisions of the previous IQAC meeting	The meeting reviewed that the decisions taken in the previous meeting have been implemented and that the functioning of IQAC is effective in ensuring the overall institutional quality.	Approved previous minutes.
Discussion on the implementation of Skill enhancement and innovation activities-STEP	IQAC recommended to conduct a Soft Skills Enhancement Programme for the students and entrusted Department of Management Studies to co-ordinate the event.	Department of Management studies conducted a webinar on <i>Soft Skill for Personal and Professional Development</i> on 29 th July 2022.
Other Relevant Issues	Decided the observance of Environmental Day and other nationally and internationally significant days.	Environment Day Celebrations raised the students' awareness of the pressing need to safeguard and conserve our planet's natural resources. Green Campus initiatives were conducted.

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 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.
Discussion of programmes to be organised under Azadi ka Amruth Mahotsav	IQAC Co-ordinator informed the need to conduct various programmes in connection with the Independence Day Celebrations <i>Azadi ka Amruth Mahotsav</i> . IQAC entrusted its co-ordination to NCC and Department of Management Studies respectively. Taken the decision to encourage NSS and all Departments to actively participate and conduct various programmes in connection with Independence Day.	Celebrated the Independence Day <i>Azadi ka Amruth Mahotsav</i> under the leadership of NCC and Department of Management Studies.
Skill Development Programme-STEP	IQAC recommended to conduct a training in <i>Mushroom Cultivation</i> for students and entrusted ED Club to co-ordinate the event.	Conducted a training programme on <i>Mushroom Cultivation</i> .
Criterion Meeting	Decided to conduct criterion 1 Meeting at Administrator's Cabin to discuss the progress of Criterion 1 related works.	Evaluated the progress of Criterion I related works.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on 1st September 2022 at Conference Hall

AGENDA	DECISION	ACTION TAKEN
Induction programme for first year students	IQAC decided to conduct <i>Induction Programme</i> and <i>Bridge Course</i> for the first year UG students.	<i>Induction Programme</i> and <i>Bridge Courses</i> were conducted for the first year UG students.
Internal Examination and Outcome Mapping.	IQAC suggested to prepare the Internal Examination question paper and mark entry as per the specifications of the Course Outcomes in the OBE manual released by IQAC.	The Examination Cell gave proper instructions to all Departments regarding new question paper setting and Departments mapped the Outcomes.
Discussion of SSR Works	Decided to conduct Criterion meeting at Administrator's Cabin to discuss the progress of Criterion works. IQAC team evaluated the progress of data collection and compilation process.	All Criterion Co-ordinators presented the progress of data collection and realised the need for further updation.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on 3rd October 2022 at Conference Hall

AGENDA	DECISION	ACTION TAKEN
Internal Exam for UG Students - Outcome and Grievances	IQAC decided to sensitise students about Programme Outcomes and its Mapping once again before the First Internal Examination.	The students were sensitised about the Programme Outcomes. Internal Examination results were mapped to Course Outcomes.
Criterion Meeting	Decided to conduct Criterion (Criterion 3,4,5,6,7) meeting at Administrator's Cabin to discuss the progress of criterion works.	Evaluated the progress of criterion works.
ICT Training Programme on <i>College Software Embase</i>	Decided to conduct an <i>ICT Training Programme</i> related to <i>College Software Embase</i> for the first year UG Students.	Conducted an <i>ICT Training Programme</i> related to <i>College Software Embase</i> for the first year UG Students.
Department/Club/Cell Activities	NCC Unit decided to conduct a seminar on <i>Cyber Laws</i> .	Conducted a seminar on <i>Cyber Laws</i> by NCC Unit in association with Idukki District Cyber Cell.
	Women Cell planned to conduct a <i>Self-Defence Workshop</i> .	Conducted a <i>Self-Defence Workshop</i> by Women Cell in association with Vanitha Cell, Idukki
	ED Club planned to conduct a workshop on <i>Make Up</i> .	ED Club conducted a Workshop on <i>Make Up</i> on 26 th September 2022.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on 3rd November 2022 at Conference Hall

AGENDA	DECISION	ACTION TAKEN
Review of the decisions of the previous IQAC meeting	The meeting reviewed that the decisions taken in the previous meeting have been implemented and that the functioning of IQAC is effective in ensuring the overall institutional quality.	Approved previous minutes.
Internal Assessment Evaluation	IQAC evaluated the programme Outcomes and its mapping.	Results communicated to students.
Department file preparation for SSR	IQAC Co-ordinator discussed the importance of preparing Department Files for the upcoming NAAC Accreditation. Department Heads were responsible for ensuring all necessary documents	Department Heads submitted criterion wise documents to IQAC.
IQAC Room	IQAC members expressed their interest in the speedy completion of properly furnished IQAC room with all facilities.	A new furnished IQAC room with all facilities is made available for the effective functioning of IQAC.
Relevant Quality Issues	Nil	Nil

INTERNAL QUALITY ASSURANCE CELL (IQAC)Minutes of the IQAC Meeting held on 4th January 2023 at Conference Hall

AGENDA	DECISION	ACTION TAKEN
Review of the decisions of the previous IQAC meeting	The meeting reviewed that the decisions taken in the previous meeting have been implemented and that the functioning of IQAC is effective in ensuring the overall institutional quality.	Approved previous minutes.
Curricular feedback form	IQAC decided to collect feedback about teachers from students.	Students' feedback on teachers were collected.
Staff Tour	As part of Staff welfare, IQAC put forward the idea to conduct Staff tour in the month of February 2023.	Staff Tour was conducted in February.
Green Audit, Environment Audit and Energy Audit	IQAC decided to conduct the Green Audit, Environment Audit and Energy Audit from outside recognised agencies.	Green Audit, Environment Audit and Energy Audit were conducted by Athul Energy Consultants, Thrissur in the month of April, 2023.
Gender Audit	IQAC decided to conduct Gender Audit and entrusted the task to Mrs.Reema James, Women Cell, Co-ordinator	Women Cell started the audit.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

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

AGENDA	DECISION	ACTION TAKEN
Feedback on Curriculum and Academic Ambience	IQAC entrusted the Feedback Committee to collect feedback on Curriculum and Academic Ambience from various stakeholders.	Feedback Committee started the collection of feedback on Curriculum and Academic Ambience.
Activities of Clubs and Cells	IQAC decided to collect the report of the activities of Departments, Associations, Clubs and Cells for the current academic year. Green initiatives, Day Observations, gender equity activities, and extension activities were suggested to include in the report.	The Annual Report data was collected from all Departments /Clubs/Cells in the prescribed format.
SSR	IQAC proposed the Criterion heads to start the criterion wise documentation.	Criterion heads started criterion wise documentation.
Course Diary, PBAS and Department Activities	It is suggested to submit the completed Course Diary to Principal. The new PBAS form was finalised for Performance Appraisal.	The new PBAS was circulated to teachers and non-teaching staff for Appraisal.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

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

AGENDA	DECISION	ACTION TAKEN
Review of the decisions of the previous IQAC meeting	The meeting reviewed that the decisions taken in the previous meeting have been implemented and that the functioning of IQAC is effective in ensuring the overall institutional quality.	Approved previous minutes.
Administrative and Academic Audit	The manual template files for preparation of data for Administrative and Academic Audit (AAA) were presented in the meeting by IQAC Coordinator. The members approved the template for AAA.	Departments, Clubs, Cells and Criterion heads started preparing for the Administrative and Academic Audit (AAA).
Gender Audit	As per the direction of IQAC Women Cell Completed Gender Audit.	Women Cell Conducted Gender Audit and Submitted detailed reports. IQAC evaluated findings and recommendations.
NAAC files updating in Departments	IQAC scrutinised the status of Criterion wise NAAC files updation in all Departments.	IQAC conducted the scrutiny of the status of Criterion wise NAAC files updation in all Departments and necessary instructions were given.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on 19th May 2023 at Conference Hall

AGENDA	DECISION	ACTION TAKEN
Review of the decisions of the previous IQAC meeting	The meeting reviewed that the decisions taken in the previous meeting have been implemented and that the functioning of IQAC is effective in ensuring the overall institutional quality.	Approved previous minutes.
Evaluation of Administrative and Academic Audit	IQAC coordinator presented the report of AAA evaluation and asked for suggestions.	AAA Reports and its action taken report were prepared.
Evaluation of Feedback on Curriculum and Academic Ambience.	The Feedback Committee submitted the consolidated Feedback Report. IQAC consolidated Department Wise Feedback and Action Taken Report. Also prepared IQAC Action Taken Report on Stakeholders feedback.	IQAC consolidated Department Wise Feedback and Action Taken Report. Also prepared IQAC Action Taken Report on Stakeholders feedback.
Action plan for next academic year	The meeting evaluated the action plan submitted by the Departments and decided to incorporate it to the handbook and Calander for the next academic year.	The action plan given by all Departments were consolidated to form the academic plan of the College.
IQAC activity report	IQAC coordinator presented the IQAC report of 2022-23 and placed before the meeting and the members approved it and suggested to go ahead with the preparation of SSR submission.	IQAC started the preparation of SSR.





Dr. JOSHY VARGHESE MA, B.Ed, Ph.D
PRINCIPAL
Mar Sleeva College of Arts and Science,
Murickassery, Rajamudy P.O.