



# MAR SLEEVA COLLEGE OF ARTS AND SCIENCE

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the IQAC meeting held on 4<sup>th</sup> June 2024 at conference Hall**

AGENDA	DECISION	ACTION TAKEN
Review of Previous Meeting Decisions	The meeting reviewed the implementation of previous decisions, affirming IQAC's effectiveness in ensuring institutional quality.	Approved previous minutes.
Self-Study Report (SSR) Evaluation	SSR has been successfully uploaded in NAAC portal on 20/05/2024, and SSS has been initiated.	Implemented SSR recommendations and Students Satisfaction Survey.
DVV Clarification	NAAC raised DVV clarification on 29/05/2024. Due to delays in receiving university documents, the institution requested an extension, which NAAC approved	The DVV clarification response was submitted to NAAC on 21/06/2024.
New Education Policy (2024) Discussion	The meeting evaluated NEP 2024 implications. Syllabus and framework discussions led to nodal officer appointment.	Regular interaction with state-level NEP cell ensured. Workshops organized for faculty.
Induction Programme	IQAC decided to conduct Induction Programme and Bridge Course for first-year UG students.	Student Induction programme organized on 1st July 2024.

Curriculum and Teacher Feedback Analysis	Stakeholder curriculum feedback and student teacher feedback analysed.	Action taken report prepared and forwarded to management.
OBE Implementation	Mr. Abin Mathew Sebastian to lead OBE implementation in Embase Pro Suite.	Students sensitized about programme outcomes; internal examination results mapped.
Website Development	The Website Committee expands the college website to include: <ul style="list-style-type: none"><li>- Upcoming events</li><li>- Video content</li><li>- NAAC/IQAC information (exclusive page)</li><li>- Meeting minutes</li></ul>	Relevant information uploaded timely; exclusive page created.

**INTERNAL QUALITY ASSURANCE CELL (IQAC)****Minutes of the IQAC Meeting held on 7<sup>th</sup> July 2024 at Conference Hall**

<b>AGENDA</b>	<b>DECISION</b>	<b>ACTION TAKEN</b>
Review of the decisions of the previous IQAC meeting	he meeting reviewed the implementation of previous decisions, confirming IQAC's effective functioning in ensuring institutional quality.	Implemented previous decisions.
Certificate Course by NCVET	QAC discussed introducing NCVET's new certificate courses, offered by the Govt. of India	Certificate courses finalized and reviewed.
Department Association Inauguration and Mentoring	QAC decided to conduct department association inauguration and commence mentoring for 2024-25	Association and clubs inaugurated; mentoring commenced.
Blended Learning	Principal suggested strengthening blended learning using lectures, video recordings, and ICT tools	Blended learning enhanced through innovative teaching methods.
Soft Skills Enhancement Programme	IQAC recommended conducting a soft skills enhancement programme for students	Soft skills programme organized for UG students.
Mentoring	Prepare and submit mentor-mentee list; distribute mentoring registers to mentors for early initiation	Mentor-mentee list prepared and submitted; mentoring registers distributed.

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 02/08/2024 at conference Hall

AGENDA	DECISION	ACTION TAKEN
Review of the decisions of the previous IQAC meeting	he meeting began with a silent prayer. The minutes of the previous meeting were read and approved	Approved previous minutes.
Peer Team Visit	Documents from departments, clubs, and cells were compiled for the Peer Team Visit	Various committees formed for peer team visit preparations.
OBE Implementation	IQAC suggested mapping internal examination questions to course outcomes and mark entry as per OBE manual specifications	Examination cell provided instructions to departments; departments mapped outcomes..
NCVET Certificate Courses	IQAC decided to commence NCVET certificate courses in August for students and the public.	Intimation sent to public through local channels and social media.
Academic Audit and Department Preparations	- HODs to arrange department files and documents for Peer Team Visit	Academic Audit conducted and Departments arranged documents.

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting held on 4<sup>th</sup> September 2024 at Conference Hall

AGENDA	DECISION	ACTION TAKEN
OBE Implementation	IQAC suggested mapping internal examination questions to course outcomes and mark entry as per OBE manual specifications.	Students and teachers were encouraged to use Embaze Pro-Suit; teachers mapped all evaluation components.
SQAC Initiative	IQAC Coordinator emphasized organizing academic activities under the SQAC initiative.	Conducted academic activities for SQAC initiative.
NAAC Team Visit Preparations	Discussed NAAC Team Visit action plan; sought suggestions on activity schedules and orientation for faculty, students, and non-teaching staff.	Informed all teaching and non-teaching staff about Peer Team visit framework; initiated necessary preparations.

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**Minutes of the IQAC Meeting held on 3<sup>rd</sup> October 2024**

<b>AGENDA</b>	<b>DECISION</b>	<b>ACTION TAKEN</b>
. NAAC Peer Team Visit Arrangements	Formed various committees for visit arrangements; faculty members entrusted with necessary preparations.	IQAC Coordinator constituted committees and allotted work among teaching and on-teaching staff.
NAAC Visit Preparations	QAC apprised stakeholders about NAAC visit; decided to conduct mock NAAC visits.	Coordinators of cells and clubs obtained Principal's signature on activity registers; prepared PowerPoint Presentations.
Convocation and Merit Day Celebrations	- Decided to conduct Convocation and Merit Day; Department of Social Work entrusted with coordination.	Department of Social Work organized Convocation ceremony and Merit Day on 21 October 2024.
Second Internal Examination	Decided to conduct Second internal examination; Internal Exam Monitoring Cell responsible for arrangements.	Conducted Second internal examination on 23/10/2024

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**Minutes of the IQAC Meeting held on 3<sup>rd</sup> November 2024**

<b>AGENDA</b>	<b>DECISION</b>	<b>ACTION TAKEN</b>
NAAC peer team visit	The college prepared for NAAC Peer Team visit on 20 & 21 November	Provided hospitality and technical support to NAAC peer team; identified students, alumni, and parents for stakeholders' meeting.
Meeting with external members in view of NAAC Peer team visit	Decided to conduct a meeting with external members prior to NAAC Peer Team visit.	Conducted Meeting With external members.
Formation of taskforce for preparedness of NAAC Peer team Visit	Constituted taskforce covering various college areas to consolidate and expedite data collection and maintenance.	Discussed and formed various committees for smooth NAAC Peer Team visit.

**IQAC Coordinator**

**Principal**