

St. Paul's College, Kalamassery

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting Minutes 2020-21





	Minut	tes	
Committee Name INTERNAL QUALITY ASSURANCE CELL			IQAC)
Meeting Number with year 1; 2020 Members Present	Committee Short Name/ Year/Meeting No.1,2,3 etc.	Day/ Date Time	June 8, 2020, at 2.30 p.m.
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	' Cruz (Principal/Chairman)		Valentinacera
2. Dr. Asha E. Thor	mas (IQAC Coordinator)		Must
3. Mr. Binil Kumar M.R. (IQAC Associate Coordinator)			ag-
4. Ms. Nisha V.M. (IQAC Assistant Coordinator)			Links
5. Ms. Lincy N.L. (IQAC Assistant Coordinator)			firet
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16. Mr. Binu P.C. (Office Representative)			FBA
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18. Dr. Victor George V.M. (Academic Expert)			Almo
19. Dr. Santosh Kumar S (Academic Expert)			1 Ohm
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22. Ms. Bindu Cleett	us (Alumni Representative)	arcus fall to be	Birclos
23. Ms. Elizabeth Reshma K. S. (Student Representative)			Cestina
Members Absent Nil			
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Minutes prepared by Secretary of	r. Binil Kumar M.R.	Vinutes passed by Chairman of the Meeting SSE	Prof. Valentine D'Cruz

the meeting



- 1. Presentation and approval of Annual Plan.
- 2. Discussion about the preparation and submission of AQAR
- 3. Discission regarding the formation of NAAC steering team.

Minutes

Meeting started with a silent prayer. Principal welcomed the members and invited IQAC Coordinator for her introductory address. QAC coordinator read out the NAAC accreditation action plan for the current academic year and it was kept for open discussions. Following decisions were taken in the meeting:

- 1. It was decided to register for IIQA by December 2020, after data verification.
- 2. Criterion leaders will conduct final verifications of files maintained by departments/clubs.
- 3. The annual plan of the IQAC was presented before the committee members and the same was accepted after minor corrections.
- 4. It was decided to submit AQAR of 2019-20 by October 2020.
- NAAC Steering team was constituted, and coordinators were selected for the same. The steering teams were:

Augmented Reality Team

Student Coordinators Team

Parent Coordinators Team

Alumni Coordinators Team

Poster Presentation Team

Student Exhibition Team

Hospitality Team

Beautification Team

Cultural Team

Video Making Team

- The curriculum feedbacks collected will be anlysed and report will be presented before different stakeholders.
- 7. It was decided to encourage departments to conduct internship for first year and second year students.
- Teachers will be encouraged to develop and offer e-content through institutional e-learning platforms.
- 9. Faculty orientation program titled 'Covid 19 and challenges for teachers' will be conducted on 10-6-2020 and the resource persons for the program will be Rev. Fr. Xavier Padiaramparambil ,Dr. Simon Koombayil and Dr. Asha E. Thomas.

The Meeting concluded at

4.00 p.m.

Minutes prepared by Secretary of the meeting

Mr. Binil Kumar M.R.

Minutes passed by Chairman of the

Meeting

Prof. Valentine D'Cruz

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	Minut	es	
Committee Name INTERNAL QUALITY ASSURANCE CELL (IQAC)
Meeting Number with year 2; 2020			June 28 2020 at 2.30 p.m
Members Present			
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2. Dr. Asha E. Thomas (IQAC Coordinator)		- Purk	
3. Mr. Binil Kumar M.R. (IQAC Associate Coordinator)			Jag.
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5. Ms. Lincy N.L. (I	IQAC Assistant Coordinator)		Finance
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18. Dr. Victor George	e V.M. (Academic Expert)		Malan .
19. Dr. Santosh Kumar S (Academic Expert)			On
Members Absent			7/2
1. Mr. Jackson N	Mathew (Industrial Advisor)		
2. Ms. Annie Jol	hnson (Parent Representative)		
3. Ms. Bindu Cl	eetus (Alumni Representative)		100 mm 1 2 mm
4. Ms. Elizabeth	Reshma K. S. (Student Represen	tative)	
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Minutes prepared by Secretary of the meeting

Mr. Binil Kumar M.R.



Minutes passed by Chairman of the Meeting

Prof. Valentine D'Cruz

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Agenda

- 1. Discussion regarding the progress of SSR preparations
- 2. Conduct of Internal Audit.
- 3. Presentation of feedback analysis report.

Minutes

Meeting started with a silent prayer. Principal welcomed the members and invited IQAC Coordinator for her introductory address. Following decisions were taken in the meeting:

- Criterion members expressed their satisfactory status in the preparation of SSR documents.
 Many departments have started consolidating the data for final submissions. Since the teachers
 in the Hindi and Malayalam department were new, criterion members have agreed to offer
 additional support to these department.
- 2. It was decided to conduct internal academic and administration audit by the end of July. It will be conducted by deans by informing the departments well in advance before the proposed visit.
- 3. The feedback analysis was presented in the meeting, and it was decided to communicate the results to departments for taking further actions.
- 4. As per the action plan International Plastic Bag Free Day will be observed on 3-7-2020 by collaborating with green initiatives club.
- 5. Program on Gender, Justice and Popular Advertisements will be conducted on 8-7-2021 and Dr. Asha E. Thomas will coordinate the events along with Dr. Sumitha Franklin.
- Internal AAA form will be prepared by IQAC team and distributed to deans for the conduct of audit in various sections.
- 7. As per the request of criterion leaders, NAAC orientation workshop will be conducted for the staff incorporating the documentation requirements for filing SSR.
- 8. Members have decided for regular meeting at least in every two months for the purpose of efficient coordination of Self Study Report.

The Meeting concluded at

4.30 p.m.

Minutes prepared by Secretary of the meeting

Mr. Binil Kumar M.R.



Minutes passed by Chairman of the Meeting

Prof. Valentine D'Cruz

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	Minut	es	
Committee Name INTERNAL QUALITY ASSURANCE CELL			IQAC)
Meeting Number Committee Short Name/ Year/Meeting No.1,2,3 etc. Day/ Date Time		August 17 2020 at 2.30 p.m.	
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1. Ms. Valentine D' Cruz (Principal/Chairman)		Valentinacen	
2. Dr. Asha E. Thomas (IQAC Coordinator)		Mus !	
3. Mr. Binil Kumar	M.R. (IQAC Associate Coordinate	or)	2
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17. Rev. Fr. Antony Joseph Palliparambil (Management Representative)			-S: John
Members Absent	50 m		W South !
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2. Ms. Annie .	Johnson (Parent Representative)		
3. Ms. Bindu Cleetus (Alumni Representative)		An Italy	
4. Ms. Elizabe	th Reshma K. S. (Student Represe	entative)	
5. Dr. Victor (George V.M. (Academic Expert)		
6. Dr. Santosh	Kumar S (Academic Expert)		
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Minutes prepared by Secretary of the meeting

Mr. Binil Kumar M.R.

Minutes passed by Chairman of the Meeting

Prof. Valentine D'Cruz

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Agenda

- 1. Updation of the status of internal audit.
- 2. Preparation for participation in NIRF ranking
- 3. Preparation/review of various policies for cells and clubs.
- 4. Clarifications of doubts regarding SSR filing.

Meeting started with a silent prayer. Principal welcomed the members and invited IQAC Coordinator for her introductory address. Following decisions were taken in the meeting:

- 1. Internal audit was successfully completed by all the deans and the status reports were submitted with IQAC.
- 2. IQAC took necessary action to rectify the corrections suggested by internal academic audit team.
- 3. It was decided to appoint Mr. Siby K.M and Ms. Meera Jacob as the coordinators for submission of NIRF data under the guidance of IQAC team.
- 4. IQAC will review all the existing policies and revise it wherever needed. After the process the policy document will be published as a book.
- 5. Members appreciated the successful conduct of remembrance of honourable former president of India Dr. A.P.J. Abdul Kalam on 27-7-2020. IQAC had organized this event collaborating with Department of Mathematics. The resource persons of the event were Padma Vibhushan Dr. G. Madhavan Nair, Former Chairman of ISRO and Dr. A Vijayakumar, Emeritus Professor, Department of Mathematics.
- 6. As planned IQAC has organized mentoring orientation workshop for faculty. The resource person for the event was Rev. Fr. Dr. Jiju George from University of Santo Tomas.
- 7. As per the request from different departments IQAC had conducted a workshop on submission on SSR under revised accreditation framework and all the members expressed their positive comments regarding the program. They have requested for a follow up program in the next month in order to ensure timely submission of SSR in the coming March.

The Meeting concluded at

4.30 p.m.

Minutes prepared by Secretary of the meeting

Mr. Binil Kumar M.R.

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Minutes passed by Chairman of the Meeting

Prof. Valentine D'Cruz



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Committee Name	IQAC)		
Meeting Number Committee Short Name/ yith year 4; 2020 Year/Meeting No.1,2,3 etc. Day/ Date Time			September 15 at 2.30 p.m.
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2. Dr. Asha E. Thomas (IQAC Coordinator)		Aug.	
3. Mr. Binil Kumar	M.R. (IQAC Associate Coordinat	or)	
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17. Rev. Fr. Antony J	oseph Palliparambil (Managemer	nt Representative)	5: and
Members Absent			
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2. Ms. Annie Joh	nson (Parent Representative)		
3. Ms. Bindu Cleetus (Alumni Representative)		A STATE OF THE PARTY OF THE PAR	
4. Ms. Elizabeth Reshma K. S. (Student Representative)			
5. Dr. Victor Geo	orge V.M. (Academic Expert)		
6. Dr. Santosh K	umar S (Academic Expert)		
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Minutes prepared by Secretary of the meeting

Mr. Binil Kumar M.R.

Minutes passed by Chairman of the Meeting

Prof. Valentine D'Cruz

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- 1. Review of progress of IQAC activities.
- 2. Planning for department NAAC presentations

Meeting started with a silent prayer. Principal welcomed the members and invited IQAC Coordinator for her introductory address. Following decisions were taken in the meeting:

- Activities organized by IQAC were reviewed and members expressed their views regarding
 ensuring student participation in various events. It was decided that every event conducted by
 IQAC will be recorded and the links will be shared with students who had connectivity issues to
 attend the program.
- 2. Recording of online classes conducted by teachers will be made mandatory and it will be shared with students through WhatsApp groups.
- It was decided to convert various mandatory documents like handbook, teacher's diary, mentor's diary into e-forms for easy handling and to reduce usage of papers.
- Templates for preparation for NAAC department presentations will be made and shared with HODs.
- 5. Website development team will be informed for regular updating of events in the website to make regular communications to different stakeholders.
- Members reported positive feedback regarding the workshop conducted by IQAC on E-Learning tools.

The Meeting concluded at

4.00 p.m.

Minutes prepared by Secretary of the meeting

Mr. Binil Kumar M.R.

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Minutes passed by Chairman of the Meeting

Prof. Valentine D'Cruz

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Committee Name	and with delight 1	ASSURANCE CELL (IQAC)
Meeting Number with year 5; 202	0 Year/Meeting No.1,2,3 etc	Day/ Date Time	October 15 at 2.00 p.m.
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16. Mr. Binu P.C. (Office Representative)			TERM
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18. Dr. Victor George V.M. (Academic Expert)			(m)
19. Ms. Elizabeth Reshma K. S. (Student Representative)			Julia
Mr. Jackso Ms. Annie	h Kumar S (Academic Expert) in Mathew (Industrial Advisor) Johnson (Parent Representative) Cleetus (Alumni Representative)		
Agenda			
	lar review of activities. about the preparation and submiss	sion of SSR	
repared by ecretary of	Mr. Binil Kumar M.R.	Minutes passed by Chairman of the Meeting	Prof. Valentine D'Cruz



Minutes

Meeting started with a silent prayer. Principal welcomed the members and invited IQAC Coordinator for her introductory address. Following decisions were taken in the meeting:

- 1. NAAC peer team visit orientation program was conducted for faculty on 12-10-2020.
- NAAC preparations at institutional level were evaluated. As per the meeting decision, IQAC core team will be visiting every wing to evaluate the actual position and to decide on the necessary actions to be taken as a preparation for the forthcoming NAAC visit.
- 3. The activities of various cells/clubs will be evaluated for further actions.
- IQAC file preparation process will be evaluated, and necessary actions will be taken to complete the files immediately.

The Meeting concluded at

3.00 p.m.

Minutes prepared by Secretary of the meeting

Mr. Binil Kumar M.R.

Minutes passed by Chairman of the Meeting

Prof. Valentine D'Cruz



Meeting Number with year 6; 2020 Members Present 1. Ms. Valentine D' Cruz (Principal/Chairman) 2. Dr. Asha E. Thomas (IQAC Coordinator) 3. Mr. Binil Kumar M.R. (IQAC Associate Coordinator) 4. Ms. Nisha V.M. (IQAC Assistant Coordinator) 5. Ms. Lincy N.L. (IQAC Assistant Coordinator) 6. Dr. Savitha K.S. (Teacher Representative) 7. Mr. Texin Joseph (Teacher Representative) 8. Dr. Tresa Sunitha George (Teacher Representative) 9. Mr. Justine George. (Teacher Representative) 10. Dr. Pramada Ramachandran (Teacher Representative) 11. Dr. Sumitha Franklin (Teacher Representative) 12. Mr. Jose Xavier (Teacher Representative) 13. Mr. Antony Diaclous M.J. (Office Representative) 14. Mr. Binu P.C. (Office Representative) 15. Rev. Fr. Antony Joseph Palliparambil (Management Representative) 16. Dr. Victor George V.M. (Academic Expert) 17. Ms. Elizabeth Reshma K. S. (Student Representative)	Date Time November 10 at 2.00 p.m. Valentmovers Valentmovers Valentmovers Valentmovers Valentmovers Valentmovers Valentmovers Valentmovers Valentmovers
Meeting Number with year 6; 2020 Members Present 1. Ms. Valentine D' Cruz (Principal/Chairman) 2. Dr. Asha E. Thomas (IQAC Coordinator) 3. Mr. Binil Kumar M.R. (IQAC Associate Coordinator) 4. Ms. Nisha V.M. (IQAC Assistant Coordinator) 5. Ms. Lincy N.L. (IQAC Assistant Coordinator) 6. Dr. Savitha K.S. (Teacher Representative) 7. Mr. Texin Joseph (Teacher Representative) 8. Dr. Tresa Sunitha George (Teacher Representative) 9. Mr. Justine George. (Teacher Representative) 10. Dr. Pramada Ramachandran (Teacher Representative) 11. Dr. Sumitha Franklin (Teacher Representative) 12. Mr. Jose Xavier (Teacher Representative) 13. Mr. Antony Diaclous M.J. (Office Representative) 14. Mr. Binu P.C. (Office Representative) 15. Rev. Fr. Antony Joseph Palliparambil (Management Representative) 16. Dr. Victor George V.M. (Academic Expert)	Valentmorers Valentmorers
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Ms. Annie Johnson (Parent Representative)	
Ms. Bindu Cleetus (Alumni Representative)	
Dr. Salia Rex (Teacher Representative)	
Mr. Shiju C. R. (Teacher Representative)	
genda	
1. Review of institutional waste management strategies	
2. Conduct of green audit, gender audit, energy audit and audit.	

Minutes prepared by Secretary of the meeting

Mr. Binil Kumar M.R.

Minutes passed by Chairman of the Meeting MASS

Prof. Valentine D'Cruz



Minutes

Meeting started with a silent prayer. Principal welcomed the members and invited IQAC Coordinator for her introductory address. Following decisions were taken in the meeting:

- Institutional waste management strategies were evaluated, and it was decided to continue with the same system for e-waste, chemical waste, plastic waste, and food waste management. Waste bins will be replaced with new colour coded ones.
- 2. Institutional gender audit will be conducted by women cell members and the report will be submitted to IQAC.
- As a best practice this year also energy audit will be conducted by Physics department. It was
 decided to evaluate the possibilities of replacing the existing lights in the campus with
 sensor/led lights.
- 4. Carbon audit will be undertaken by Chemistry department and the report will be submitted to IQAC.
- 5. IQAC will ensure the conduct of more green awareness programs by green initiatives club and nature club of the institution.

The Meeting concluded at

3.00 p.m.

Minutes prepared by Secretary of the meeting

Mr. Binil Kumar M.R.

Minutes passed by Chairman of the Meeting

Prof. Valentine D'Cruz

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	Minut	es		
Committee Name INTERNAL QUALITY ASSURANCE CELL (IQAC)				
Meeting Number with year 7; 2020	Committee Short Name/ Year/Meeting No.1,2,3 etc.	Day/ Date Time	December 3 2020 at 2.30 p.m.	
Members Present		leave.		
1. Ms. Valentine I	O' Cruz (Principal/Chairman)	d postine in the ward	Valentmacero	
2. Dr. Asha E. Tho	omas (IQAC Coordinator)	al said monitors es	Aug .	
3. Mr. Binil Kuma	r M.R. (IQAC Associate Coordinate	tor)	Gag.	
4. Ms. Nisha V.M. (IQAC Assistant Coordinator)		Alme		
5. Ms. Lincy N.L.	(IQAC Assistant Coordinator)		front	
6. Dr. Savitha K.S	. (Teacher Representative)		John	
7. Mr. Texin Joseph (Teacher Representative)			CAS /	
8. Dr. Tresa Sunitha George (Teacher Representative)			Brite	
9. Mr. Justine George. (Teacher Representative)			g Jums	
10. Dr. Pramada Ramachandran (Teacher Representative)			Jamous.	
11. Dr. Salia Rex (Teacher Representative)			Ji .	
12. Dr. Sumitha Franklin (Teacher Representative)			520	
13. Mr. Jose Xavier (Teacher Representative)			Die	
14. Mr. Shiju C. R. (Teacher Representative)				
15. Rev. Fr. Antony	y Joseph Palliparambil (Manageme	ent Representative)	di oracino	
16. Dr. Victor George V.M. (Academic Expert)			(m)	
17. Mr. Jackson Mathew (Industrial Advisor)			Trust	
18. Ms. Annie Johnson (Parent Representative)		the		
19. Ms. Elizabeth Reshma K. S. (Student Representative)			Olyan	
Members Absent Mr. Antony Diaclous M.J. (Office Representative) Ms. Bindu Cleetus (Alumni Representative) Dr. Santosh Kumar S (Academic Expert) Mr. Binu P.C. (Office Representative)				
Agenda				
 Review of Submission SSR prepar 		OAUL'S COLLEGE		
Minutes	Mr. Binil Kumar M.R	Minutes passed by Chairman of the Meeting	Prof. Valentine D'Cruz	



Minutes

Meeting started with a silent prayer. Principal welcomed the members and invited IQAC Coordinator that the introductory address. Following decisions were taken in the meeting:

- 1. It was decided to register for IIQA by the third week of December after obtaining all necessary documents from the university (affiliation certificate).
- 2. Criterion leaders will submit the file completion status in one week.
- 3. Programs conducted by IQAC were reviewed and members expressed positive commends regarding the quality of resource persons chosen for IQAC programs.
- 4. It was decided to prepare a comparison metrics regarding the performance of institution on various criterion questions before the submission of IIQA. IQAC coordinator and associate coordinator will take the responsibility of preparing this.
- 5. Student DQAC team will be oriented with NAAC related guidelines.
- 6. UAMP portal will be updated on regular basis.
- 7. Departments will be encouraged to engage in more collaborated activities related to research and entrepreneurship.
- 8. Faculty members will be encouraged to publish their research papers in CARE listed journals.
- IQAC will take initiative in engaging in more social research projects benefitting the students and local communities.

The Meeting concluded at

4.00 p.m.

Minutes prepared by Secretary of the meeting

Mr. Binil Kumar M.R.

Minutes passed by Chairman of the Meeting

Prof. Valentine D'Cruz

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	Minut	es	
Committee Name INTERNAL QUALITY ASSURANCE CELL (IQA			IQAC)
Meeting Number with year 8; 2021 Committee Short Name/ Year/Meeting No.1,2,3 etc. Day/ Date Time		January 7 2021 at 2.30 p.m	
1. Ms. Valentine D'	Cruz (Principal/Chairman)		Valentmarena
2. Dr. Asha E. Thomas (IQAC Coordinator)		Was -	
3. Mr. Binil Kumar M.R. (IQAC Associate Coordinator)			
4. Ms. Nisha V.M. (IQAC Assistant Coordinator)		21 \ 10 lu	
	QAC Assistant Coordinator)		hus
6. Dr. Savitha K.S. (Teacher Representative)		Tyle,	
7. Mr. Texin Joseph (Teacher Representative)		at /	
8. Dr. Tresa Sunitha George (Teacher Representative)			
9. Mr. Justine George. (Teacher Representative)		gines	
10. Dr. Pramada Ram	achandran (Teacher Representativ	re)	1 made
11. Dr. Salia Rex (Teacher Representative)		Ed .	
12. Dr. Sumitha Frank	klin (Teacher Representative)		2
13. Mr. Jose Xavier (Teacher Representative)		200	
14. Mr. Shiju C. R. (Teacher Representative)		anni (
15. Mr. Antony Diaclous M.J. (Office Representative)		(barrelovent	
16. Mr. Binu P.C. (Office Representative)		TERM	
17. Rev. Fr. Antony Jo	oseph Palliparambil (Management	Representative)	- Toront
18. Dr. Victor George	V.M. (Academic Expert)		Jam's
19. Dr. Santosh Kumar S (Academic Expert)			Olahar
Members Absent			4.7
1. Mr. Jackson M	lathew (Industrial Advisor)		
2. Ms. Annie John	nson (Parent Representative)		
3. Ms. Bindu Cle	etus (Alumni Representative)		
4. Ms. Elizabeth l	Reshma K. S. (Student Representa	tive)	
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Minutes prepared by Secretary of the meeting

Mr. Binil Kumar M.R.

Minutes passed by Charman of the Meeting

Prof. Valentine D'Cruz

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Agenda

- 1. Further action after the submission of IIQA
- 2. AQAR uploading
- 3. NIRF final document submission
- 4. Review of activities of placement cell.

Minutes

Meeting started with a silent prayer. Principal welcomed the members and invited IQAC Coordinator for her introductory address. IQAC coordinator thanked all the members for the cooperation extended to the team for the successful submission of IIQA. Following decisions were taken in the meeting:

- 1. Members discussed about the actions to be taken after the submission of IIQA. SSR was planned to be submitted by March.
- 2. All the members decided to concentrate more on criterion wise data compilation as per revised accreditation framework.
- The criterion wise performance status was presented by IQAC coordinators. It was decided to give more focus on research related initiatives since the research publications/ funded projects were found to be minimal.
- 4. The activities of the placement cell were evaluated, and the members commended it as excellent. It was also decided to communicate placement opportunities through institutional website in order to make it more accessible to students.

The Meeting concluded at

5.00 p.m.

Minutes prepared by Secretary of the meeting

Mr. Binil Kumar M.R.

Minutes passed by Chairman of the Meeting

Prof. Valentine D'Cruz

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al attraction or his	Minut	es	
Committee Name INTERNAL QUALITY ASSURANCE CELL (IQAC)
Meeting Number Committee Short Name/ Year/Meeting No.1,2,3 etc. Day/ Date Time			February 2021 at 2.30 p.m
Members Present	howether the hardware and Abuse	I the II for the Seal :	21000
1. Ms. Valentine D	Cruz (Principal/Chairman)	isters a gurine	Valentinocens
2. Dr. Asha E. Thomas (IQAC Coordinator)			Aur I
3. Mr. Binil Kumar M.R. (IQAC Associate Coordinator)			J.
4. Ms. Nisha V.M.	(IQAC Assistant Coordinator)		Link
	(IQAC Assistant Coordinator)		time
6. Dr. Savitha K.S. (Teacher Representative)			The /
7. Mr. Texin Joseph (Teacher Representative)			
8. Dr. Tresa Sunitha George (Teacher Representative)			Minde
9. Mr. Justine George. (Teacher Representative)			anna
10. Dr. Pramada Ra	machandran (Teacher Representat	rive)	amo.
11. Dr. Salia Rex (T	eacher Representative)		for a
12. Mr. Antony Dia	clous M.J. (Office Representative)	Marconer.
13. Mr. Binu P.C. (Office Representative)		TEBAN
14. Rev. Fr. Antony	Joseph Palliparambil (Manageme	ent Representative)	-000 po
Members Absent			
1. Mr. Jack	sson Mathew (Industrial Advisor)		
2. Ms. Ann	nie Johnson (Parent Representative	e)	
3. Dr. Sumitha Franklin (Teacher Representative)		A BUTTON	
4. Mr. Jose	e Xavier (Teacher Representative)		
5. Mr. Shij	ju C. R. (Teacher Representative)		
6. Dr. Sant	tosh Kumar S (Academic Expert)		

- 1. Regular Activity Review
- 2. SSR Submission progress

Meeting started with a silent prayer. Principal welcomed the members and invited IQAC Coordinator for her introductory address. Following decisions were taken in the meeting:

Minutes prepared by Secretary of the meeting

Mr. Binil Kumar M.R

Minutes passed by Chairman of the Meeting

Prof. Valentine D'Cruz

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- 1. Activities organized and conducted by IQAC were evaluated.
- 2. SSR preparation status updation was conducted by all the criterion heads and they expressed the need for atleast three more weeks for completing the data compilation.
- 3. IQAC coordinator and associate/assistant coordinators presented the comparative evaluation reports and the necessary actions to be taken before the submission of SSR.
- 4. It was decided to stick on to the month of March itself for the final submission of SSR.
- 5. IQAC members will address the staff members regarding urgency of completing the documentation process and also about the required preparations at the department level for the forthcoming NAAC visit.

The Meeting concluded at

4.00 p.m.

Minutes prepared by Secretary of the meeting

Mr. Binil Kumar M.R.

Minutes passed by Chairman of the Meeting

Prof. Valentine D'Cruz



	Minute	es	
Committee Name : INTERNAL QUALITY ASSURANCE CELL			IQAC)
Meeting Number with year 10; 2021	Committee Short Name/ Year/Meeting No.1,2,3 etc.	Day/ Date Time	March 30 2021 at 2.30 p.m
Members Present			
1. Ms. Valentine D'	Cruz (Principal/Chairman)	THE RESERVE THE PARTY OF THE PA	Valentmocero
2 Dr. Asha E. Thomas (IQAC Coordinator)		Mund	
3. Mr. Binil Kumar M.R. (IQAC Associate Coordinator)		of.	
4. Ms. Nisha V.M. (I	QAC Assistant Coordinator)		Hine
5. Ms. Lincy N.L. (IC	QAC Assistant Coordinator)		lives
6. Dr. Savitha K.S. (Teacher Representative)		a Jatha
7. Mr. Texin Joseph (Teacher Representative)			
8. Dr. Tresa Sunitha George (Teacher Representative)			Alman Market
9. Mr. Justine George. (Teacher Representative)			James .
10. Dr. Pramada Rama	achandran (Teacher Representativ	ve)	arnod!
11. Dr. Salia Rex (Teacher Representative)			Jan 1
12. Dr. Sumitha Franklin (Teacher Representative)		el	
13. Mr. Jose Xavier (Teacher Representative)		Dec	
14. Mr. Shiju C. R. (Teacher Representative)			- Com
15. Mr. Antony Diaclous M.J. (Office Representative)			Goddalowox:
16. Mr. Binu P.C. (Off	fice Representative)		-15BW
17. Rev. Fr. Antony Joseph Palliparambil (Management Representative)			- G James
18. Dr. Victor George	V.M. (Academic Expert)		(m)
19. Mr. Jackson Mathe	ew (Industrial Advisor)		Time
20. Ms. Annie Johnson	(Parent Representative)		ting
21. Ms. Bindu Cleetus (Alumni Representative)			Sincloor
22. Ms. Elizabeth Reshma K. S. (Student Representative)		e)	Delpus
	ımar S (Academic Expert)		7
Agenda			
1. Annual Review	Meeting	IL'S COL	

Minutes prepared by Secretary of the meeting

Mr. Binil Kumar M.R.

Minutes passed by Chairman of the Meeting ASS

Prof. Valentine D'Cruz

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Minutes

Meeting started with a silent prayer. Principal welcomed the members and invited IQAC Coordinator for her introductory address. IQAC coordinator thanked all the members for their whole-hearted cooperation during the year in the various events organized by the cell.

- 1. Team members planned for the events to be included in the action plan for the next academic year.
- 2. SSR was uploaded successfully, and further plans were formulated for NAAC peer team visit.
- 3. It was decided to conduct orientation for staff and students regarding the proposed NAAC peer team visit.
- Members decided to conduct Mock NAAC peer team visit before the actual NAAC visit expected to be held in the month of September.

The Meeting concluded at

4.00 p.m.

Minutes prepared by Secretary of the meeting

Mr. Binil Kumar M.R.

Minutes passed by Chairman of the Meeting

Prof. Valentine D'Cruz

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