



**Minutes of the Meeting of Internal Quality Assurance Cell held on
06/12/2020 at 2.00 P M on Google Meet**

AGENDA:

- Preparation of Strategic Plan 2021-2030
- Next Year Academic Plan
- Setting up Central Library and its digitization
- Other matters with the permission of the Chair

Members Present

Dr Geetha C A

Chairperson *gca*

Prof. Daisy N O

Dean *Daisy*

Dr. Murali E

(Asso. Professor and Vice-Principal) *Murali*

Mr Bitto Paul

(Asst. Prof. and Head Dept of Commerce) *Bitto*

Ms Sheena Chacko

(Asst. Prof. Dept of Computer Applications) *Sheena*

Mr Deepu G

(Asst. Prof. and Head Dept of English) *Deepu*

Ms Agnus Joy

(Asst. Prof. Dept of English) *Agnus*

Ms Steffy K Vargheese

(Asst. Prof. and Head Dept of Computer Applications) *Steffy*

Ms Sruthi R Nair

Librarian *Sruthi*

Ms Mythili Raja

Co-ordinator *Mythili*

Dr. Geetha C A (Chairperson, IQAC) welcomed the IQAC members to the meeting. Principal made an overview of the progress of preparation for the NAAC Accreditation process of the college. After discussion on agenda items following decisions were made.

Decisions

- Minutes of previous meeting were read and approved in the meeting.
- IQAC suggested to constitute a committee to prepare Institution Strategic plan for the next ten years 2021-2030.
- IQAC instructed all departments, clubs and cell conveners to prepare action plan for the next academic year.
- IQAC recommended to strengthen the library resources of the college by purchasing new books to the central library, and also by merging the library resources currently



**Minutes of the Meeting of Internal Quality Assurance Cell held on
28/07/2020 at 11.00 AM on Google Meet**

AGENDA:

- Implementing Online Teaching Learning System
- Conduct of Online Induction Programme and Bridge course to freshers
- Online Mentoring System
- Collaborations with external agencies
- Online Faculty Exchange Programmes
- Other matters with the permission of the Chair

Members Present

Dr Geetha C A

Chairperson *GC*

Prof. Daisy N O

Dean *Daisy*

Mr Bitto Paul

(Asst. Prof. and Head Dept of Commerce) *B*

Ms Sheena Chacko

(Asst. Prof. Dept of Computer Applications) *Sheena*

Mr Deepu G

(Asst. Prof. and Head Dept of English) *Deepu*

Ms Agnus Joy

(Asst. Prof. Dept of English) *Agnus*

Ms Steffy K Vargheese

(Asst. Prof. and Head Dept of Computer Applications) *Steffy*

Mr Unnikrishnan M T

(Asst. Prof. and Head Dept of Management Studies) *Unnik*

Ms Sruthi R Nair

Librarian *Sruthi*

Ms Mythili Raja

Co-ordinator *Mythili*

Dr. Geetha C A (Chairperson, IQAC) welcomed the members present in the meeting and described the current challenge of delivering curriculum effectively due to Covid-19 pandemic. The members discussed the strategies to be adopted to engage the classes and to provide other academic supports to the students at the maximum possible extent in the present situation. After making agenda wise discussions following decisions were taken in the meeting.

DECISIONS

- Minutes of previous meeting were read and approved by the members present.



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- In the meeting it was decided to deliver the curriculum in the present academic environment due to Covid 19 by using the platforms and softwares viz. Google Classroom, G-Meet, Kahoot etc.
- Directed Departments to provide online Bridge Course and induction programme, to bridge the gap between the learning levels of students.
- It was also decided to provide special training to teachers for equipping them to handle classes and providing other academic supports using LMS platforms.
- The decision was taken in the meeting to instruct all HoDs, clubs/ cell conveners to conduct at least one skill enhancement programme each through online during the current academic year.
- In the meeting it was decided to entrust HoDs to motivate the students through the respective class tutors to enrol in online certificate courses of SWAYAM, NPTEL.
- In the meeting it was decided to entrust HoDs to implement the mentoring and remedial coaching system at departmental level through Google Classrooms by deputing the mentors.
- In the meeting, the IQAC coordinator was entrusted to explore further possibilities of strengthening the institutional collaborations with external agencies by signing MoUs for establishing industrial linkages and exposures including faculty exchange programmes.
- IQAC instructed all the HoDs to prepare and submit department activity plans for the academic year and submit the reports of the same in a time bound manner to the principal.
- In the meeting, it was decided to organize online programmes under the initiative of Career Guidance and Placement Cell to equip the students with knowledge and skills to avail career opportunities presently available in the market and to prepare the students for further higher education .

The IQAC coordinator proposed the vote of thanks and the meeting concluded at 12.45 PM.

J.A.L.

J.A.L.
Principal



Dr. C.A. GEETHA
Principal

Nirmala Arts & Science College



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available at the departmental levels with that of the central library. Also recommended to install institutional digital repository like D-Space.

- In the meeting, it was decided to entrust all HoDs and conveners of club/ cell to conduct online/offline programmes which integrates cross cutting issues related to gender sensitization, professional ethics, Human values and Environmental Sustainability.
- In the meeting, it was decided to entrust the IQAC coordinator to ensure that all HoDs and conveners of club/ cell submit the respective activity reports at the end of the academic year.
- In the meeting it was decided to conduct a stock verification regarding infrastructure, equipment etc. by deputing teachers.

The IQAC coordinator proposed the vote of thanks and the meeting concluded at 3.30 PM.



Jnu
Principal

Dr. C.A. GEETHA
Principal
Nirmala Arts & Science College,
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