



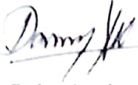



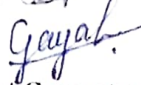
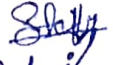


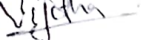
**Minutes of the Meeting of Internal Quality Assurance Cell Held on  
09/03/2018 at 2 P M at Principal's Chamber**

**AGENDA:**

- Feedback System
- Digitization of Library
- Any other matter with the permission of the chair

Ms. Vijitha KK (Coordinator, IQAC) welcomed the IQAC members to the meeting.

**Members Present**

Prof. Daisy N O - Chairperson   
Mr Sinumon T G (Asst. Prof. and Vice- Principal)   
Mr Bitto Paul (Asst. Prof. and Head Dept of Commerce)   
Mr Deepu G (Asst. Prof. and Head Dept of English)   
Ms V Gayalakshmi (Asst. Prof. Dept of English)   
Ms Steffy K Vargheese (Asst. Prof. and Head Dept of Computer Applications)   
Mr Unnikrishnan M T (Asst. Prof. and Head Dept of Management Studies)   
Ms Sruthi R Nair - Librarian   
Ms. Vijitha K K - Co-ordinator 


The meeting evaluated the progress of the implementation of various quality enhancement initiatives suggested by IQAC in its previous meeting. Principal directed all HoDs to be more active and vigilant in implementing the quality enhancement initiatives of the college. After making a detailed discussion on the items in the agenda the following decisions were made

**Decisions**

- Decided to establish a feedback system to access the teaching-learning evaluation process. The process is entrusted to the IQAC team. Feedback ~~to~~ collected from students, at the end of the even semester. Decided to collect parents' feedback during the PTA meeting. Teachers are also advised to submit feedback at the end of the semester. For Alumni an online feedback system has to be created.
- Digitization of Library facilities and implementation of ICT-enabled facilities in the institution were decided.

The meeting concluded at 3 PM with the vote of thanks proposed by IQAC coordinator.



  
**Principal**

**Dr. C.A. GEETHA**  
Principal



**Minutes of the Meeting of Internal Quality Assurance Cell Held on  
20/07/2017 at 2 P M at Principal's Chamber**

**AGENDA:**

- To discuss the proposal of IQAC Coordinator for Quality enhancement in the academic and Administrative Levels
- Any other matter with the permission of the chair

**Members Present**

Prof. Daisy N O	Chairperson	
Mr Sinumon T G	(Asst. Prof. and Vice- Principal)	
Mr Bitto Paul	(Asst. Prof. and Head Dept of Commerce)	
Ms Sheena Chacko	(Asst. Prof. Dept of Computer Applications)	
Mr Deepu G	(Asst. Prof. and Head Dept of English)	
Ms Steffy K Vargheese	(Asst. Prof. and Head Dept of Computer Applications)	
Mr Unnikrishnan M T	(Asst. Prof. and Head Dept of Management Studies)	
Ms Sruthi R Nair	Librarian	
Ms. Ancy M John	Administrative Staff	
Ms. Vijitha K K	Co-ordinator	

Prof. Daisy N O (Chairperson, IQAC) welcomed the IQAC members to the meeting and invited IQAC Coordinator to present the proposal for quality improvement in the college. IQAC Coordinator described the procedure to be followed by the college in order to apply for NAAC Accreditation. The Coordinator, as suggested in the previous meeting, presented some quality initiatives focusing on Introduction of new add-on courses, Exam Result Analysis, introduction of Mentor-Mentee System, New Initiatives and Infrastructure Development, Department Activity Plan and Report and Strengthening Club and Cell Activities

**DISCUSSIONS AND DECISIONS**

After the discussion on the proposal of IQAC Coordinator the committee decided to recommend the following



9/20/17  
Dr. C.A. GEETHA  
Principal

Nirmala Arts & Science College





# NIRMALA

ARTS & SCIENCE COLLEGE

MULANTHURUTHY, ERNAKULAM

(Affiliated to Mahatma Gandhi University, Kottayam)

- **Introduction of new add-on courses:** Every department should introduce add-on courses in addition to those already existing in the institution to increase the competency of the students and equip them to meet the industrial standards.
- **Exam Result Analysis:** All HoDs are instructed to conduct a result analysis of their departments and submit the same to IQAC for compilation and evaluation to review the teaching-learning process in the campus.
- A tentative date to conduct induction program for the freshers was decided. The conveners of clubs and committee should introduce the role of various committees and clubs to the students and parents.
- **Introduction of Mentor-Mentee System:** A unique mechanism should be established to evaluate and identify students of different learning levels (slow, average, and advanced) to provide necessary assistance to their respective learning levels. Mentor mentee system should be strengthened in the institution.
- **New Initiatives and Infrastructure Development:** As part of adopting measures to enhance the quality of infrastructure for the delivery of curriculum in the college IQAC suggested for setting up an audio-visual room.
- **Department Activity Plan and Report:** 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.
- All faculty members are instructed to prepare course plan and monthly statement of work done which is duly signed by HoD and Principal.
- Departments should submit annual requirements for lab requirements and library books which will be verified and compiled by the IQAC and submitted to the management for sanction
- **Strengthening Club and Cell Activities:** More number of Club Activities has to be planned and monitored by staff representative. Activities like extension and outreach, career development programmes, capacity building workshops should be included.
- Teachers should identify the learning levels of students and take appropriate measures to improve their performance to strengthen the teaching-learning process.

The IQAC coordinator proposed the vote of thanks and meeting concluded at 4 P M

Co-ordinator



Principal  
Dr. C.A. GEETHA



**Minutes of the Meeting of Internal Quality Assurance Cell Held on  
06/06/2017 at 2 P M at Principal's Chamber**

**AGENDA:**

- Discuss the quality enhancement programmes to be initiated during the year.
- Any other matter with the permission of the chair

**Members Present**

Prof. Daisy N O

Mr Sinumon T G

Mr Bitto Paul

Ms Sheena Chacko

Mr Deepu G

Ms V Gayalakshmi

Ms Steffy K Vargheese

Mr Unnikrishnan M T

Ms Sruthi R Nair

Ms. Ancy M John

Ms. Pameela Mathew

Mr. Benoy Haridas

Ms. Vijitha K K

Chairperson

(Asst. Prof. and Vice- Principal)

(Asst. Prof. and Head Dept of Commerce)

(Asst. Prof. Dept of Computer Applications)

(Asst. Prof. and Head Dept of English)

(Asst. Prof. Dept of English)

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

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

Librarian

Administrative Staff

Industrialist

Panchayath Member

Co-ordinator

Prof. Daisy N O (Chairperson, IQAC) welcomed the IQAC members to the first official meeting. Chairperson introduced all the IQAC members to the gathering and also briefed about the importance and functions of the committee. The members discussed the possible quality enhancement initiatives to be introduced in the institution for the purpose of NAAC Accreditation. The meeting entrusted the coordinator to prepare a draft proposal of various quality enhancement initiatives and present the same in the next meeting. The IQAC coordinator proposed the vote of thanks and the meeting concluded at 3 PM.



**Principal**

**Dr. C.A. GEETHA**

Principal

Nirmala Arts & Science College