



NIRMALA

ARTS & SCIENCE COLLEGE

MULANTHURUTHY, ERNAKULAM

(Affiliated to Mahatma Gandhi University, Kottayam)

Minutes of the Meeting of Internal Quality Assurance Cell Held on 30/04/2019 at 12.30 P M at Principal's Chamber

AGENDA:

- NAAC Orientation
- Verification of Activity reports of Departments and Functional bodies
- Analysis of Examination Result
- Evaluation of Remedial Coaching and Mentoring
- Conduct of Orientation programmes for teachers
- Any other matter with the permission of the chair

Members Present

Dr Geetha C A

Chairperson *Geetha*

Prof. Daisy N O

Dean *Daisy*

Mr Sinumon T G

(Asst. Prof. and Vice- Principal) *Sinumon*

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. Dept of English) *Deepu*

Ms V Gayalakshmi

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

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. Vijitha K K

Co-ordinator *Vijitha*

Dr. Geetha C A (Chairperson, IQAC) welcomed the IQAC members to the meeting. Principal described the importance of acquainting the knowledge regarding the provisions for NAAC Accreditation and suggested to organize an orientation programme for the teachers on 'NAAC Accreditation Process'. After discussion on agenda items following decisions were made.

Decisions

- Previous meeting minutes were read out by the Convener and approved.
- As suggested by principal, decided to conduct a NAAC-Orientation workshop in the month of June under the initiative of the IQAC.
- All the department heads presented the methods adopted to identify slow, average and advanced learners among the students and also presented the reports on mentoring system followed by the respective departments.



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- As a part of Faculty Development, the committee decided to conduct an Orientation programme for teachers in the last week of May 2019.
- The committee directed all HoDs to motivate students to enrol in add-on/value-added courses to ensure maximum participation.
- The committee suggested HoDs to motivate their students to enrol in ED Club to encourage their innovative ideas.

The IQAC coordinator proposed the vote of thanks and the meeting concluded at 1:45 PM

J. M. C.
Principal



**Minutes of the Meeting of Internal Quality Assurance Cell Held on
04/06/2018 at 2 P M at Principal's Chamber**

AGENDA:

- Conduct of Induction Programme for Freshers.
- Introduction of more innovative add-on courses.
- Strengthening the learning infrastructure for Students.
- Strengthening the infrastructure support for Teachers.
- Approval of Department Activity Plan and Previous Report.
- Plan of action for Club and Cell Activities.
- NAAC Accreditation
- Any other matter with the permission of the chair.

Members Present

Dr Geetha C A	Chairperson <i>GC</i>	
Mr Sinumon T G	(Asst. Prof. and Vice- Principal) <i>Sinumon</i>	
Mr Bitto Paul	(Asst. Prof. and Head Dept of Commerce) <i>BP</i>	
Ms Sheena Chacko	(Asst. Prof. Dept of Computer Applications) <i>Sheena</i>	
Mr Deepu G	(Asst. Prof. Dept of English) <i>Deepu</i>	
Ms V Gayalakshmi	(Asst. Prof. and Head Dept of English) <i>Gayal</i>	
Ms Steffy K Vargheese	(Asst. Prof. and Head Dept of Computer Applications) <i>Steffy</i>	
Mr Unnikrishnan M T	(Asst. Prof. and Head Dept of Management Studies) <i>Unnik</i>	
Ms Sruthi R Nair	Librarian <i>Sruthi</i>	
Ms. Vijitha K K	Co-ordinator <i>Vijitha</i>	

Ms. Vijitha KK (Coordinator, IQAC) welcomed the IQAC members to the meeting. The Principal addressed the members and proposed her views on the items in the agenda and invited active deliberations from the part of members. Principal directed the IQAC team to look upon all the necessary steps to improve the Quality of the Institution and also to sensitize all the faculty about the college's initiatives towards accreditation. After discussion on agenda items following decisions were made.

Decisions

- The minutes of the previous meeting was read out by and it was approved by the members.



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- Decided to conduct the induction program for the freshers in the first week after the commencement of their classes with a formal inaugural function and orientation by a renowned academician.
- Suggested all HoDs to prepare and submit proposal to the principal for conducting relevant add on programmes in their departments.
- Recommended the management to strengthen the computer lab by purchasing more desktop computers and also to strengthen the library facilities by adding more books, journals, magazines and dailies. Also suggested HoDs to submit annual requirements for computer lab and library resources to principal.
- Recommended the management to provide more equipment for sports and games activities of the students.
- Recommended the management to provide separate staff rooms for each department having a UG programme and also to improve the departmental infrastructural facilities.
- IQAC instructed all the HoDs to prepare and submit department activity plans for the current academic year and submit the reports of the previous year 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.
- IQAC requested the principal to ensure the constitution of statutory cells/clubs as directed by the governments/UGC/University and suggested the conveners to prepare and submit the plan of action of respective cell for the current academic year.
- IQAC decided to distribute the print material regarding the provisions/ criteria for NAAC Accreditation to all teachers.

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

J. P. K.
Principal