Minutes of the Meeting of Internal Quality Assurance Cell held on 15/06/2019 at 12.30 P M at Principal's Chamber

AGENDA:

- NAAC Accreditation

- Outcome Based Education

- Capacity building programmes

- Bridge Course

- Signing more MoUs

- Any other matter with the permission of the chair

Members Present

Dr Geetha C A	Chairperson
Prof. Daisy N O	Dean
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. Dept of English)
Ms V Gayalakshmi	(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 Mythili Raja	Co-ordinator

Dr. Geetha C A (Chairperson, IQAC) welcomed the IQAC members to the meeting and requested the cooperation and active involvement of all members of IQAC to improve the quality of academic and administrative segments of the college. Following decisions on agenda listed above were made in the meeting.

DECISIONS

- Previous meeting minutes were read out by the coordinator and approved.

- To conduct an orientation programme to enlighten the members of NAAC criteria committees regarding various metrics of seven criteria and the process of NAAC accreditation of the college.

➢ IQAC recommended the Principal to depute a team of members of NAAC committee and IQAC to visit reputed colleges already accredited by NAAC.

➢ Decided to conduct an orientation Programme to teachers on Outcome-Based Education. And also decided to publish the learning outcomes of the programmes and courses in the college website.

➢ Directed Departments to provide a One Week Bridge Course and regular induction course to bridge the gap between the learning levels of students. A detailed proposal along with the syllabus for the bridge course should be submitted to staff council for approval.

➢ IQAC suggested various cells and department to organize capacity building programmes to improve the quality and number of students' capacity building programmes which will enhance their academic performance as well as develop their skills.

➢ IQAC coordinator was entrusted to explore the possibility of signing MoUs with external agencies to strengthen the student support facilities and extension programmes of the college.

➢ IQAC suggested all HoDs to initiate strategies to collect the details of departmental alumni, coordinate their activities by ensuring the maximum involvement of them.

The IQAC coordinator proposed the vote of thanks and the meeting concluded at 2 PM

Principal

Minutes of the Meeting of Internal Quality Assurance Cell held on 04/02/2020 at 2.00 P M at Principal's Chamber

AGENDA:

- Modification of various policies

- Introducing comprehensive appraisal system for faculty and staff.

- Review of status of documentation process for NAAC Accreditation.

Members Present

Dr Geetha C A	Chairperson
Prof. Daisy N O	Dean
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. Dept of English)
Ms V Gayalakshmi	(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 Mythili Raja	Co-ordinator

Ms Mythili Raja (Co-ordinator, IQAC) welcomed the IQAC members to the meeting. Principal made an introductory speech in the meeting. In the meeting, agenda wise discussions were made and took the following decisions.

DECISIONS

- ➢ Minutes of last IQAC meeting were read out by the coordinator and got the approval.
- ➢ The committee resolved to reframe the policies of the college regarding Bridge course, remedial coaching, internal examinations, student's grievance handling, infrastructure maintenance, scholarship and HR to make them more comprehensive.
- ➢ The committee also resolved to introduce a more comprehensive appraisal system of faculty and administrative staff by incorporating the self- appraisal and the appraisal by the head of the institution.

- ➢ Meeting entrusted the coordinator to collect and analyse the feedbacks from the students, teachers, and other stake holders regarding curriculum delivery and student support facilities in the campus.
- ➢ After reviewing the progress of the preparation of each committee constituted for NAAC Accreditation, the coordinator was entrusted to provide a checklist of files to be prepared, specimen format of each metric in SSR to HoDs and criteria committee (NAAC) conveners.

The meeting concluded at 3:45 PM by the vote of thanks proposed by Mr Deepu G.

Principal