Minutes of the Meeting of Internal Quality Assurance Cell held on 20/05/2022 at 11.30 A M at Principal's Chamber

AGENDA:

- Progress evaluation of SSR preparation
- Evaluation of Academic Plan for 2022-23
- Promotion of E-content Development
- Increase the enrolment in Add-on and MOOC Course
- Other matters with the permission of the Chair

Members Present

Dr Geetha C A	Chairperson
Prof. Daisy N O	Dean
Dr Murali E	(Asso. Prof. and Vice-Principal)
Ms Sheena Chacko	(Asst. Prof. Dept of Computer Applications)
Ms Chinju Kuriachan	(Asst. Prof. and Head Dept of Computer Applications)
Ms Eldho Peter	(Asst. Prof. and Dept of Computer Applications)
Ms Ashitha Ashok C	(Asst. Prof. and Dept of Management Studies)
Ms Sheena T C	(Asst. Prof. and Dept of Management Studies)
Ms Sruthi R Nair	Librarian
Ms Mythili Raja	Co-ordinator
Mr. Harishanker P	Student Representative
Mr. C S Vishak TV	Alumni Representative

Dr. Geetha C A (Chairperson, IQAC) welcomed the members to the meeting. IQAC coordinator gave an overview of the progress regarding preparation of SSR. Criterion leaders explained the criteria wise progression of compiling of data and documentation for the preparation of SSR. Principal and IQAC coordinator appreciated the services of members of IQAC and NAAC committee and requested more cooperation and involvement from the part of all teachers to accomplish the timely submission of SSR. The following decisions were made on agenda listed above.
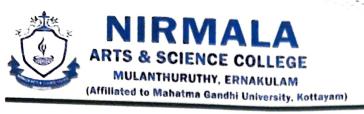
to scrutinize the documents prepared by the various NAAC criterion committees and for the finalization of SSR. IQAC Coordinator listed the requirements for the IIQA submission and extended profile.

➤ A decision was made in the meeting to conduct an annual review meeting and presentation by each department and committee/club/cell at the end of every academic year. It was also decided to initiate an Academic and Administration Audit by a team of experts from the faculties of Commerce, Management, Computer Applications, Psychology, English and office administration.

➤ In the meeting it was resolved to introduce a new ERP in the college for the effective implementation of e-governance in the institution.

➤ Considering the importance of the timely updation of college Website, the Principal entrusted IQAC to form a sub-committee under the college Dean.

➤ IQAC coordinator was entrusted to make modifications if required, to prepare the specimen feedback form and implement the feedback system through feedback committee.

➤ Considering the significance of Intellectual Property Rights and organizational research and innovations a decision was taken to conduct seminar of IPR and Research Methodology and also to organize workshops/ trainings for promotion of student's entrepreneurship.

➤ The committee recommended management to initiate steps to save energy through the installation of solar power panels and by replacing the conventional lights and ceiling fans with LED lights and BLDC fans. The committee also recommended to initiate Green Energy, Environmental audits for the effective implementation of green practices in the campus.

➤ The committee decided to register Alumni and PTA under Travancore- Cochin Cultural, Literary, Scientific and Charitable Societies Act 1955.

The meeting ended with vote of thanks by Ms Ashitha Ashok C at 3:15 P M

Principal

Dr. C.A. GEETHA
Principal
Nirmala Arts & Science College
Mulanthuruthy - 682 314

Minutes of the Meeting of Internal Quality Assurance Cell held on 21/07/2021 at 1.30 P M at Principal's Chamber

AGENDA:

- Progress evaluation of SSR preparation

- Implementation of College Automation System ERP

- Re-structuring the official website of the institute

- Strengthening the feedback system

- Conduct of programmes on IPR and Research Methodology.

- Promotion of Campus Green Initiatives

- Introduction of Quality Audits in the Institution

- Registration of Alumni and PTA

Members Present

Dr Geetha C A	Chairperson
Prof. Daisy N O	Dean
Dr Murali E	(Asso. Prof. and Vice-Principal)
Mr Bitto Paul	(Asst. Prof. and Head Dept of Commerce)
Ms Sheena Chacko	(Asst. Prof. Dept of Computer Applications)
Mr Eldho Peter	(Asst. Prof. Dept of Computer Applications)
Ms Ashitha Ashok C	(Asst. Prof. and Dept of Management Studies)
Ms Sruthi R Nair	Librarian
Ms Mythili Raja	Co-ordinator
Mr. Harishanker	Student Representative

Dr. Geetha C A (Chairperson, IQAC) welcomed the members to the meeting. IQAC coordinator explained the current status of preparation of SSR. Criterion leaders briefed the progress in compiling of data and documentation for the preparation of SSR. After discussion on agenda items following decisions were made.

Decisions

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

➢ In the meeting it was decided to form a NAAC Steering Committee consisting of Principal, Dean, NAAC coordinator, IQAC coordinator and other two faculty members

DECISIONS

- Minutes of last meeting were read and approved in the meeting.
- The committee decided to coordinate activities of compiling documentations for SSR for facilitating the completion of preparing at least a draft of the SSR by September 2022.
- IQAC decided to provide training classes for the teachers and in order to equip them more in developing and delivering of E contents through various platforms.
- In the meeting all HoDs were instructed to prepare semester plan for the academic year 2022-23 and submit the same to staff council for approval through IQAC.
- Considering the strategic plan it was decided in the meeting to explore the initiatives to enrol at least 50% of total students of the college in any one value added/MOOC courses.
- The meeting resolved to recommend the management to subscribe more journals and a plagiarism checker in order to promote research and publication initiatives of faculty and students .

The meeting ended with vote of thanks by Ms Sheena T C at 12:45 P M

Principal

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