

2023 - 2024

ACADEMIC YEAR

Meeting No: 1

Date: 13 July 2023

Time: 11.30am - 1pm

Venue: Seminar Hall

Agenda of the meeting.

- 1) To plan on proceeding for Accreditation.

Report

The first meeting of academic year started with a prayer song. Principal, Rev. Rev. Dr. Baby Sebastian welcomed each member to the meeting and discussed on college accreditation works which has to be initiated this year.

He asked the team to inform teachers to complete their teachers diary in a regular manner. It was decided to conduct a college council meeting on 20 July 2023 to decide on Accreditation.

He explained various stages of NAAC Accreditation as:

- 1) Profile creation of college in NAAC website
- 2) AQAR arrangement and preparation
- 3) UQA
- 4) SSR
- 5) Data Validation and Verification
- 6) Student Satisfaction Survey
- 7) NAAC visit
- 8) Announcement

the time frame for preparation of files was set as

- : August 20 to Submit Dept. AQAR
- August 30 for AQAR
- September 30 for IGA and SSR.









Details regarding needed files were given to departments.

As combined decision from department representatives, Departmental IQAC Coordinators were selected. They are:

- Dept. of Computer Application : Bilas Joseph
- Dept. of Commerce : Joshy George
- Dept. of Mathematics : Resmi Benny
- Dept. of Social Work : Janson Varghese
- Dept. of Media : Sreelakshmi CS.

The meeting adjourned by 1pm.

Participants List

- 1) Rev. Dr. Baby Sebastian 
- 2) Mr. Jephin Jose 
- 3) Ms. Deepa Babu 
- 4) Ms. Neby Augustine 
- 5) Ms. Sheermal Jacob 
- 6) Ms. Thara Mathew 
- 7) Ms. Thushara Mathew 
- 8) Mr. Binu M.B 

ACTION TAKEN REPORT

1. To organise college council meeting to discuss on Accreditation works

Council meeting was held on 20 July 2023.

2. Submission of AQAR from departments

All departments submitted AQAR and was scrutinized by incharges

Meeting No: 2

Date: 21 September 2023

Time: 2.30pm - 3.45pm

Agenda:

- 1) To review activities of Committee's formed for each Criteria.
- 2) Evaluate progress of Accreditation works.

Report:

The second meeting of academic year started with a silent prayer. Mr. Jephin Jose, IQAC Coordinator made an evaluation of the accreditation process. He suggested to complete NAAC works in November and to have a Mock visit to departments after that.

Principal then appreciated heads of each Criteria committee for conducting regular verifications with departments on progress of their assigned criteria.

He suggested that teachers should conduct curriculum enrichment programs during free hours and make reports for that.

It was decided to plan common dates and hours for conducting Curriculum enrichment classes in all departments.

Department incharges explained on status of their AQAR and the team clarified doubts that came up. Meeting got over by 3.45pm.

Participants list

- 1) Rev. Dr. Baby Sebastian *Baby*
- 2) Mr. Jephin Jose *Jephin*
- 3) Mr. Biru M.B. *Biru*
- 4) Ms. Thara Mathew *Thara*
- 5) Ms. Thushara Mathew *Thushara*
- 6) Ms. Deepa Babu *Deepa*
- 7) Ms. Remya Raghavan *Remya*
- 8) Ms. Sheeja Math Jacob *Sheeja*
- 9) Ms. Nleby Augustine *Nleby*

ACTION TAKEN REPORT.

- | | |
|----------------------------------------------------------------------------------------|-----------------------------------------------------|
| 1. Mock visit to departments by Criteria heads to assess status of their assigned work | Completed |
| 2. Mock visit by NAAC team to departments | Completed. |
| 3. Conduct curriculum enrichment classes for students | Classes on various topics conducted in all classes. |

Meeting number : 3

Date: 05 October 2023

Time: 10:30am - 12:00pm

Agenda :

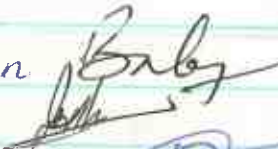





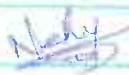
- 1) To analyse feedbacks ~~from~~ ~~various~~
- 2) To assess progress of IQAC works

Report :

The third meeting of academic year started with silent prayer. Rev. Dr. Baby Sebastian welcomed all members to the meeting. Mr. Tephin Jose read report of last meeting. It was then decided to conduct an evaluation for Departmental SSR and date for Computer department was fixed as 17 October 2023. Principal, IQAC Coordinator and HR was appointed to evaluate departmental SSR. Dates for other departments was to be informed through Whatsapp Group. Department representatives updated on status of their AQAR and SSR works.

After this, feedbacks from various stakeholders were ~~not~~ reviewed. It included feedbacks from Alumni, Students, Employer & Faculty. Decisions were taken based on feedbacks. The meeting got over by 12:00 pm.

Participants list

- 1) Rev. Dr. Baby Sebastian 
- 2) Mr. Daphin Jose 
- 3) Ms. Binu M.B. 
- 4) Ms. Thara Mathew 
- 5) Ms. Thushara Mathew 
- 6) Ms. Deepa Babu 
- 7) Ms. Neby Augustine 

ACTION TAKEN REPORT

- | | |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| 1. Action needed to improve infrastructure facility in college (ALUMNI FEEDBACK) | Implemented |
| 2. Action needed to improve facilities for sports and cultural facilities (ALUMNI) | Implemented |
| 3. To update Syllabus (STUDENT FEEDBACK) | Implemented
(Sent a letter to university regarding updation of syllabus) |
| 4. To bring outcome of courses into notice of more students (STUDENT) | Implemented
(Displayed outcomes in classrooms) |
| 5. To enhance performance of students in group discussion (EMPLOYER FEEDBACK) | Implemented
(Decided to give Gr.D practice to students) |

Meeting No: 4

Date: 29 November 2023

Time: 11 am - 12.30 pm

Agenda:

- * To assess progress of IQAC works
- * To assess and discuss on feedbacks received

Reports:

The meeting started at 11 am. Mr. Jephin Jose, IQAC Coordinator read report of last meeting. Members from all departments explained on progress of IQAC works in departments.

Principal, Rev. Dr. Baby Sebastian assessed the feedbacks from department Coordinators on NAAC and gave suggestions for improvement. Assessment of SSR was being done parallelly. Feedbacks from various sources like students, Alumni, employees and Faculty was read out. Meeting got over by 12.30 pm with a vote of thanks by Ms. Deepa Babu.

Members Present

- 1) Rev. Dr. Baby Sebastian
- 2) Mr. Jephin Jose
- 3) Mr. Binu M. B
- 4) Ms. Deepa Babu
- 5) Ms. Sheejanol Jacob
- 6) Ms. Thara - Mathew
- 7) Ms. Shushara Mathew
- 8) Ms. Neby Augustine

Baby
Jephin
Binu
Deepa
Sheejanol
Thara
Shushara
Neby

ACTION TAKEN REPORT

1. ALUMNI FEEDBACK: To organise more industry oriented projects and organise more seminars, workshops, guest lectures etc.

Started Common IV programs and internships for all students

2. STUDENT FEEDBACK: To enrich curriculum and syllabus to fulfil industrial needs

Decided to give awareness to students to participate in more NTPL Swayam Courses

3. To enhance quality and quantity of learning resources and Syllabus

Decided to start a digital library for students and build more digital classrooms.

EMPLOYER FEEDBACK

4. To build Confidence level in students

To intensify student mentoring

5. To build Communication Skill in students

Decided to conduct add on courses and online certificate programs to improve communication skill.

6. FACULTY FEEDBACK:

Faculty members requested to have freedom to adopt new techniques / strategies of teaching such as group discussions, seminars etc.

Decided to provide facilities for group discussion.

7. To encourage participatory decision making by involving employees at various levels

Decided to conduct Outreach activities

Meeting no: 5

Date: 05 January 2024
Time: 10.30am - 11.45am

Agenda:

- 1) Review pending feedbacks
- 2) Review status of IQA and SSR

Report:

The fourth meeting of academic year started by 10.30am with a silent prayer. Mr. Sephin Jose, IQAC Coordinator, read report of last meeting. He then explained on status of IQA and SSR till date from all departments. Rev. Dr. Baby Sebastian, Principal, appreciated IQAC team for all efforts made for preparation of files in college. He pointed out few mistakes found in IQA. He also appreciated Mr. Deepu Jose, Ms. Bhagya, Ms. Christy Mathews and Ms. Sherin Jacob for their whole hearted support to IQAC works of college. Ms. Remya Raghavan then read out feedbacks received since last meeting and discussions were done based on that.

Participants list.

- 1) Dr. Baby Sebastian *Baby*
- 2) Mr. Sephin Jose *Sephin*
- 3) Ms. Neby Augustine *Neby*
- 4) Ms. Remya Raghavan *Remya*
- 5) Ms. Deepa Babu *Deepa*
- 6) Ms. Sheejamal Jacob *Shej*

- 7) Ms. Thara Mathew
8) Ms. Thushara Mathew

ACTION TAKEN REPORT

1) STUDENT FEEDBACK:

Teachers support of students to be improved

Decided to intensify activities of different clubs/cells/associations

2) To make process of teaching and learning to be possible to comprehend course content-

Decided to use more student support methods like experiential learning, participatory learning etc.

3) To enhance assessing and evaluating process

Decided to conduct different assessing mechanisms like internal exam, model exams, retests, assignments etc.

EMPLOYER FEEDBACK:

4) To build team work capacity in students

Decided to improve student participation in club/cell/Associations

5) To enhance technical skills in students

Decided to appoint two computer lab assistants to encourage the students for improving their practical experience.

6. FACULTY FEEDBACK

Updation of College Website

Decided to update college website and connect to official Instagram & Youtube

7. Encourage research activities in college

Decided to encourage research and publications & for that, BVM publication wing was formed.

8. Extend ICT facilities for faculties

Decided to start a new computer lab with internet connection for faculties

9. To make grievance redressal mechanism effective

Decided to start an online grievance redressal system through website.

Meeting No: 6

DATE: 22 March 2024

TIME: 12:00pm - 1:30pm

VENUE: SEMINAR HALL

AGENDA

- 1) Review entire activities of academic year
- 2) Review file submission for NAAC Accreditation

REPORT

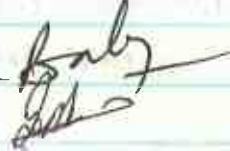
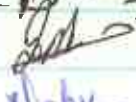






The sixth meeting of academic year started at 12pm with a silent prayer. Main agenda was to ~~not~~ evaluate file submissions for accreditation purpose. As no feedbacks were pending, no discussions were done based on that.

Mr. Jephin Jose read reports of last meeting and after that, he appreciated entire IQAC team for all efforts they have made to make accreditation file submission process a success. After this, Rev. Dr. Baby Sebastian gave special appreciation to official IQAC team and ~~their~~ ~~coord.~~ its Coordinator Mr. Jephin Jose. Special mention was given to Mr. Janson Varghese and Mr. Jerome Isaac for their whole hearted support to NAAC works.

He then said that all feedbacks received till date was addressed and necessary actions were taken based on that.

It was ~~said~~ informed to the team that IQA was submitted on 12 January 2024, SSR data entry started on 05 February 2024 and final SSR submitted on 20 March 2024. Principal then informed the team on ~~SS~~ SSS which will be done from part of NAAC team. The meeting got over by 1:30pm

Participants Present

- 1) Rev. Dr. Baby Sebastian 
- 2) Mr. Tophin Jose 
- 3) Ms. Neby Augustine 
- 4) Mr. Binu MB 
- 5) Ms. Deepa Babu 
- 6) Ms. Renuya Paghavan 
- 7) Ms. Sheefamol Jacob 
- 8) Ms. Thara Mathew 
- 9) Ms. Thushara Mathew 