Meeting No. 1.

Date: 12/06/2024
Time: 2.30 PM
Venue: Education Theatre.

Agenda.

- Selection of Department IQAC co-ordinators

Presentation of IQAC Plan of action for the current academic year.

Planning of programmes for the academic year as per NAAC guidelines

Presentation of the idea of PLC (Professional Learning Community) as a tool for quality enhancement.

Discussion on the preparation of NAAC files.

Suggestion to implement English speaking in the Campus.

Minutes

During the first meeting of the Internal Quality Assurance Cell, the following faculty members were selected as the department IQAC co-ordinators

Mathematics – Ms. Remya Raghavan
Computer Science – Ms. Seena S. Nair
Commerce – Ms. Minu Abraham.
Social Work – Mr. Janson Varghese.
Film & Media Studies – Mr. Bikahari S.

The IQAC Co-ordinator Dr Bhagyasree B. presented the IQAC Plan of Action for the current academic year. A list of programmes to be conducted as per NAAC guidelines were suggested by the co-ordinators. Various events & activities to improve student quality, teacher quality and institution quality were suggested in the meeting.

PLC (Professional Learning Community) as a tool to enhance teacher quality was suggested.

Steps were taken to encourage English communication as a measure to support teachers' personal growth.

Academic Year 2024-25

IQAC Meeting 1

Participants

12 June 2024

	Name	Designation	Department	Signature
1.	Elsa Mary Scaria	Head of the Department	Commerce	
2	Mini Abraham	Lecturer	Commerce	
3.	ANI ABY	Asst. Professor	Commerce	
4.	Thankam Jose	HOD	Languages	
5.	Remya Raghavan	HOD	Mathematics	
6.	Arunthathy. K. P	Lecturer	Social Work	
7	Mary George	Lecturer	Social work	
8.	Deepa Babu	HOD	Social work	
9.	Aswathy Jacob	Lecturer	Social Work	
10	Seena S Nair	Lecturer	Computer	
11	Dithy Mary Thomas	Lecturer	Computer	
12	Remimol. P. Thomas	Lecturer	Computer	
13	MESILY CYRIAC	LECTURER	COMMERCE	
14.	Deepa George	lecturer	Computer Science	
15.	Jaise Jose	Lecturer	Computer Science	
16	Divyamol Thomas	"	Statistics	
17.	Sruthymol M.S	Asst Professor	Languages	
18.	Jibin Abraham	Lecturer	Social Work	
19.	Jerom Issac	Lecturer	Social Work	
20.	Melbin Suresh	HOD	Film & Media	
21	BILAHARI.S	LECTURER	"	
22	JITHIN T.S	"	"	
23	SUNIL. K. S.	"	"	
24	JACOB SAM	"	"	
25	BIJU M.K	HOD	Computer Science	
26	Jaison Varghese	Asst. Prof.	Social work	
27	Joby Mathew	Lecturer	Commerce	
28	Fr. Cheeman Jose	Lecturer	Film & Media	
29	Shein Joseph	Asst Prof	Commerce	
30	Dr Bhagyasree B	Asst Professor	English	

Action Taken Report

Sl No.	Proposed Activity	Action Taken
1.	Selection of IQAC Co-ordinators	Done.
2.	Discussion on programmes to be conducted by the Depts/ Clubs/ Cells as per NAAC.	Finalised list was consolidated
3.	Suggestion of PLC	Inauguration of PLC was scheduled
4.	English speaking in the Campus	Decided to implement Teacher – Student communi in English.

Meeting No. 2.

Date: 19/07/2024
Time: 2.15 PM
Venue: IQAC office

Agenda.

Discussion regarding the planning of Add-on courses for the academic year.

Sharing updates regarding NAAC file documentation

Giving feedback of NAAC Internal Audit.

Suggestion of Best Club / Cell Award & Best Report Award.

Suggestions to form Clubs & Cells like IICS, Technical Club, Mental Health Club etc.

IQAC Meeting 2 — 17/07/2024

Sl no	Name	Designation	Department	Signature
1.	Jaison Varghese	Asst. Prof	Social Work	
2.	Elsa Mary Scaria	HOD	Commerce	
3	Remya Raghavan	HOD	Maths	
4.	Diviamol Thomas	Lecturer	Maths	
5.	Mini Abraham	Lecturer	Commerce	
6	MESILY CYRIAC	"	"	
7	Bincy M B	HOD	Computer Science	
8.	Jaise Jose	Lecturer	Computer Science	
9.	Seena S Nair	Lecturer	Computer Science	
10.	Shinto K Shibu	Lecturer	Social work	
11	Thankam Jose	HOD	English	
12.	Deepa Babu	HOD	Social work	
13	BILAHARI SALAUNAN	LECTURER	MEDIA STUDIES	
14	ARUMON JOSE	H.O.D	"	
15	MELBIN SURESH	LECTURER	"	
16	Joshua J	Lecturer	"	
17.	Dr. Bhagyasree B	Asst Professor	English	

Minutes.

In the second meeting of IQAC, the HODs and IQAC co-ordinators of the Departments were present. A planning regarding the Add-on courses to be offered by the departments was made. The updates regarding NAAC file documentation was shared. The IQAC provided feedback regarding the NAAC Internal Audit to the particular departments. IQAC declared that from the current academic year onwards best Club/Cell will be awarded based on its functions. Also,

10 from the reports received, the best report with all the necessary details will be selected and awarded. Based on the suggestion to create clubs such as IKS, Technical Club and Mental Health Club, decision was taken to form the same. The meeting concluded with a vote of thanks.

Action Taken Report-

Sl No.	Proposed Activity	Action Taken.
1.	Planning of add-on courses	List of add-on courses made.
2.	Updating about NAAC file documentation.	Feedback given and corrections made.
3.	Propose Best Club/Cell Award	Criteria set for evaluation
4.	Suggest Best Report Award	Criteria set for evaluation.
5	Proposal to forms IKS, Technical Club, Mental Health Club.	Co-ordinators are selected.

IQAC Meeting - 3

Date: 07 Aug 2024
Time: 2.15 PM
Venue: IQAC Office

Agenda.

- Discussion about the updates regarding NAAC preparation.
- Compiling suggestions regarding Department presentation and the presentation of clubs & cells.
- General instructions on NAAC visit
- Proposal to conduct regular Value Education Classes
- Communication regarding the following as part of documentation
  1) Keeping separate files for each criterion
  2) Keeping summary pages
  3) Keeping original participants' list
  4) Preparation of Master Index
- Suggestion to use ICT tools for effective teaching-learning mechanism.

Participants.

Sl No.	Name	Designation	Department	Signature
1)	Zephin Jose	Lecturer	CS	
2	Biju M B	HOD	Computer Sci	
3	Fr. Greemon Jose	HoD	FMS	
4	Bilahari Salgunan	I.Q.A.C. COORDINATOR	F.M.S	
5	THANKAM JOSE	HOD	ENGLISH	
6.	Seena S Nair	IQAC Coordinator	Computer Science	
7.	Elsa Mary Scaria	HOD	Commerce	
8	Remya Raghavan	HOD	Maths	
9	Mini Abraham	IQAC co-ordinator	Commerce	
10	Dr Bhagyasree B	IQAC Co-ordinator	English (Language)	
11	Sherin Joseph	Asst Professor	Commerce	

12'

Minutes

In the third meeting of IQAC, the HODs and IQAC Coordinators of the Departments were present. Discussions about the updates regarding NAAC presentation was carried out. General instructions on NAAC Visit were given to the teach A proposal was made to conduct regular Value education clas Put forward a suggestion to use ICT tools for an effective teaching learning machanism. Teachers were informed to keep important files organized as a part of documentation. The meeting concluded with a vote of Thanks.

Action Taken Report

Proposed Activity	Action Taken.
1. Club updates compilation	All departments were instructed to sub updated reports of club activities & the d for final submission was set for 15 Aug.
2. NAA Visit Preparation	A checklist was shared covering depar department displays and presentation for
3. File Segregation	Decided to keep separate files for ea criterion, Summary Pages & Original d of Participants & Master Index
4. ICT Tools to be used of Teaching & Learning Enhancements.	Suggestion to use e-learning tools digital resources was accepted.
5. Proposal for Value Education Sessions.	Decided to include more curriculum enrichment sessions along with curri delivery.

IQAC Meeting - 4

26 August 2024
IQAC Office.
2:15 PM.

- Discussions about the updates regarding NAAC preparation
- Suggestion for Master Index and Mini Albums
- Planning to conduct an exhibition as a part of NAAC visit
-
- Inform teachers to complete all the files regarding NAAC Preparation

Minutes

The HOD. and IQAC coordinators of all departments were present in the fourth meeting of IQAC. Discussions were carried out on the updates regarding NAAC preparation. A suggestion was put forward by the IQAC coordinators to prepare Master Index and Mini albums. The teachers were informed to complete the files regarding NAAC visit as soon as possible. As a part of NAAC visit, we decided to conduct an exhibition with the cooperation of students and teachers. The meeting concluded with a Vote of Thanks

14 IQAC Meeting 4

1 Participants

Sl NO	Name	Designation	Department	Signature
1.	Shesin Joseph	Asst Professor	Commerce	
2.	Elsa Mary Scaria	HOD	Commerce	
3.	Seena s Nair	Lecturer(IQAC)	Comp Science	
4.	Remya Raghavan	HOD	Mathematics	
5	Binu M B	HOD	Computer Science	
6.	Thankam Jose	HOD	English	
7	Deepa Babu	HOD	Social Work	
8	Sreedevi V	Asst Prof	Social Work	
9	Bilahari. Salgunan	Lecturer(IQAC)	FMS	
10.	Fr. Geemon Jose	HOD	FMS	
11	Joseph Jose	Lecturer	CS	
12	Dr Bhagyasree B	Asst Professor	English	

Action Taken Report

Proposed Activity	Action Taken.
1. Evaluation of NAAC preparation updates	Reviewed the current status of NAAC related works & the Departments were reminded of their responsibilities & timelines.
2. Suggestion for Master Index and Mini Album.	Standardized formats for the master Index was shared with all Departments & suggestions regarding Mini Albums were given.
3. Planning of Exhibitions as part of NAAC visit	Committees were formed with select co-ordinators.

IQAC Meeting 5

Date : 12/09/2024
Time : 12.30 PM
Venue : IQAC office

Agenda.

- Welcome and Opening remarks.
- Appreciation for NAAC related works.
- Analysis of the CUPA & Grade received
- Discussion to improve the current grade.
- Institutional quality enhancement planning.
- Proposal for Academic Audits in the coming academic year.
- Planning FDPs for teachers
- Planning MDPs and Orientation sessions for Administrative & Wellness staff respectively.
- Suggestions to implement Outcome Mapping in the assessment process.
- Discussion to provide AI based training for all.

Participants.

Sl No.	Name	Designation	Dept	Sign.
1.	Bilaharai. Salgunan		Dept. of Film & Media Studies	
2.	Manu. Abraham		Dept. of Commerce	
3	Seena. S. Nair		Dept of Computer Science	
4	Sherin Joseph	Asst Professor	Dept of Commerce	
5	Dr Bhaggyasree B	Asst. Professor	Dept of English	
6.	Sreedevi V.	Asst Professor		

Minutes.

The meeting was opened with a warm welcome to all participants by the IQAC Co-ordinator. Also, an overview of the Agenda was presented. Gratitude was extended to all the members and the entire team of the Institution who tirelessly worked during the NAAC accreditation process. The team acknowledged the current grade awarded and discussed on that need improvement to achieve a higher rating in the next cycle. Planning was commenced to organize FDPs, MDPs and other Orientation Sessions for teachers and non-teaching staff of the institution. All the members approved the neccessity to implement OBE in the assessment process and measures were taken to familiarize the staff more with OBE – plan for FDP on OBE. The meeting concluded at 1.45 PM.

Action Taken Report

Proposed Activity	Action Taken
Proposal for Academic Audit	Decided to conduct Annual Academic Audit at the end of the Academic
Analysis of the Grade & CGPA received in accreditation	Actions were taken by IQAC including effective Benchmarking documentation & review
FDPs for teachers	Planned FDPs in connection with Bloom Bloom (B-Hub) FDP on OBE tentatively fixed in the month of December.

IQAC Meeting - 6.

Date: 30/10/2024
Time: 11.00 AM
Venue: IQAC office.

Agenda.

- Welcome and Opening remarks.
- Discussion on the effective functioning of clubs & cells.
- Proposal for new initiatives in collaboration with Bloom Bloom
- Suggestion for FDPs on Modernizing Education
- Proposal for Software Development Trainings.
- Discussions to improve Green Campus initiatives.
- Recommendation for improved Community Engagement

Participants.

Sl No.	Name	Designation	Department	Signature
1	BILAHARI SALGUNAN	LECTURER	F.M.S.	
2.	Seena S Nair	Lecturer	Computer Science	
3.	Diviamol Thomas	Lecturer	Mathematics	
4.	Mini Abraham	Lecturer	Commerce	
5.	MESLIN CYRIAC	"	"	
6.	Dr. Binoy Vincent	Asst. Prof.	Commerce	
7.	Sherin Joseph	Asst Prof	Commerce	
8.	Dr Bhagyasree B	Asst Professor	English	

Minutes:

The meeting commenced with a warm welcome and opening remarks by the IQAC Coordinator. The first point of discussion was the effective functioning of clubs & cells stressing better co-ordination and document to ensure consist engagement and outcomes. There was a proposal to launch ne initiatives in collaboration with Bloom Bloom aiming to promote innovation and holistic development among studen and staff. The meeting also deliberated on suggestions for organizing FDPs with a focus on modernizing education throu the integration of emerging pedagogies and digital tools. A proposal for software development training sessions was also put forward. The team discussed ways to improve green campus initiatives there were recommendations for enhancing community engagement. The meeting concluded at 12.30 P

Action Taken Report

Proposal	Action Taken
• Improve coordination of clubs and cells	- Meeting on 12 Nov 2024 to streamline functioning and documentation of clubs & cells - FDP on "The Role of Institutio Bodies in Effective Strategy Deplo held on 13 November 2024
• Proposal for FDPs and Software Development Training in collaboration with Bloom Bloom.	- FDP on "It's time to Moder Education" (16/11/2024) and T in PHP (24/10/24) and Java (05-09/10/2024)
• Enhance Green Campus Initiatives	- Strengthened Green Club and E through tree plantation drives, tre up drives and awareness even
• Strengthen community engagement	- Outreach programmes through NSS an Dept of Social Wor

IQAC Meeting - 7.

Date: 18/11/2024
Time: 11.00 AM
Venue: IQAC Office.

Agenda.

- Welcome
- Presentation of previous meeting Minutes
- Proposal for campus digital upgrades.
- Analysis and review of Weekly Work Report submission
- Discussion on effective data collection and documentation
- Discussion on AQAR submission
- Proposal for FDP on Outcome Based Education.

Participants.

Sl No.	Name	Designation	Department	Signature
1.	Diviamol Thomas	Lecturer	Mathematics	
2.	Minu Abraham	Lecturer	Commerce	
3	Sreedevi. V	Asst. Prof	Social Work	
4.	Dr. Binoy Vincent	Asst. Prof.	Commerce	
5	BHAHARI. SALGUNAN	LECTURER	F.M.S	
6	Shein Joseph	Asst Prof	Commerce	
7	Dr Bhagyasree B	Asst Professor	English	

20 Minutes.

The IQAC Coordinator opened the meeting with a welcome note and an Agenda overview. The minutes of the previous meeting was read and approved. There was a propos for campus digital upgrades, focusing on enhancing classro technology, improving internet connectivity and integratin advanced teaching tools including Interactive Panels. The review of the Weekly Work Report submission by faculty made it clear that while many adhered to deadlines, there was a need for greater consistency and timely reporting acro all departments. A discussion followed on the importance improving teaching methodologies to ensure better learning outc The need for effective data collection and systematic documen sticking to the standardized formats was put forward. Prepara and timely submission of AQAR was also brought forth and appro Finally, a proposal was made to organize an FDP on, and it was well received approved in principle. The meeting concluded at 12

Action Taken Report.

Proposal.	Action Taken.
• Proposal for campus digital upgrades.	- Updation of the ERP software database as per the institutio needs - Purchase of more digital te aids such as Interactive panel
• Review of weekly Work Report Submission.	- FAO is entrusted with the duty of timely reviewing the s submitted with proper follow
• Need for effective data collection and systematic documentation	-

IQAC Meeting - 8.

Date: 27/11/2024
Time: 11.00 AM
Venue: IQAC office

Agenda.

- Welcome and opening remarks.
- Curriculum planning for even semester
- Suggestions to enhance ICT enabled teaching - learning.
- Proposal for a Summit in collaboration with Bloom Bloom
- Finalizing the plan for FDP on Outcome Based Education and fixing a date.
- Planning student events for the upcoming semester
- Analysis of AQAR preparation and updates

Participants

Sl No	Name	Designation	Department	Signature
1	Dr. Binoy Vincent	Asst. Prof.	Commerce	
2	Sreedevi V	Asst. Prof	Social Work	
3.	Divianol Thomas	Lecturer	Mathematics	
4	Seena S Nair	Lecturer	Computer Science	
5	Bhavani Satyavan	Lecturer	F.M.S	
6.	Sherin Joseph	Asst Prof	Commerce	
7.	Dr Bhagyasree B.	Asst Professor	English	

Minutes.

The meeting was presided over by the IQAC Coordinator an began with a warm welcome and opening remarks with a spe focus on planning for the upcoming even semester. Suggestions invited for curriculum planning of the Even Semester aiming bett syllabus delivery through structured lesson plans and outcome ma A discussion to integrate more ICT tools, e-content, smart boa recorded lectures to enhance the quality of teaching-learning, follow There was a suggestion to organize a Summit at St BMD in c ration with Bloom Bloom focusing on the opportunities in the Future o The plan for conducting the FDP on OBE was finalized. The m also discussed about planning student events for the upcomi Semester. Also, the meeting analyzed the updates regarding the preparation of AQAR. The meeting concluded at 12.00 PM.

Action Taken Report

• Suggestion for Curriculum Planning of the Even Semester	- A curriculum planning a was organized on 06/12/202
• Proposal for a Summit in collaboration with Bloom Bloom on future world opportunities.	- A tentative date for the Future World Summit i fixed on 14/12/2024.
• Plan for FDP on OBE	- Finalized the FDP on OBE to be held on 04/12/2024
• Analysis of AQAR preparation.	- Faculty members have bee instructed to update the AQ files efficiently and accurate

IQAC Meeting - 9.

Date: 13/01/2025
Time: 2.00 PM
Venue: IQAC Office

- Welcome
- Presentation of previous meeting minutes
- Feedback analysis of the FDP on Outcome Based Education conducted
- Proposal for conducting an additional FDP on OBE, if required.
- Proposal for women-centred programmes and first aid training.
- Review and analysis of the activities conducted by the clubs and cells so far.
- Decision regarding the conduct of the Annual Academic Audit.
- Discussion regarding effective Feedback collection.

Participants

Sl No.	Name	Designation	Department	Signature
1.	Sherin Joseph	Asst. Professor	Commerce	
2.	Dr Bhagyasree B.	Asst Professor	English	
3.	Dr Binoy Vincent	Asst. Professor	Commerce	
4	Divianol Thomas	Lecturer	Statistics	
5	Seena S Nair	Lecturer	Comp. Sci.	

Minutes

The meeting commenced with a welcome note from the IQAC Coordinator, acknowledging the presence of all the members and reiterating the agenda of the session. The minutes of the previous IQAC meeting was presented and approved. The meeting got underway with a review and discussion of the Faculty Development Programme on Outcome Based Education conducted recently. The effectiveness of the FDP was appreciated and the necessity for a follow up or advanced FDP on OBE was suggested. Suggestions were raised for launching new women centred initiatives and also first aid training for students and were well received. The activities conducted by various clubs and cells during the past semester were quite reviewed. Emphasis was placed on aligning the institutional events with NAAC Criteria. Suggestions for increased document and outcome based reporting were shared. There were discussions regarding the Annual Academic Audit and the departments were advised to begin internal preparations. The current practices of collecting feedback from stakeholders were analyzed. The meeting concluded at 3.30 PM with a Vote of Thanks.

Action Taken Report.

Proposal	Action Taken.
• Proposal for an additional FDP on Outcome Based Education.	- FDP on OBE was conducted effectively with esteemed resource persons from 27 January 2025 to 31 January 2025.

- Proposal for Women Centred programmes.
- Proposal for training on First Aid.
- Conduct of the Annual Academic Audit

- An awareness session on Menstrual hygiene was organized by the Women's Cell on 15 January 2025.
- A BLS and CPR training was conducted on 15 January 2025 by NSS.
- Dates of the Audit have been fixed.