

Members Present :

Dr (Sr) Neetha AC

Dr (Sr) Ashmitra AC

Dr Mineo Divakaran ~~Malathy~~

Dr Lalitha Menon ~~Lalithamani~~

Smt Niemala KR ~~Minali~~

Dr Latha P ~~Lathat~~

Ms Bindu Amat ~~Bindu~~

Dr Preyadarshini P ~~Preyadarshini~~

Ms Remani E ~~Remani~~

Mr Pradeep K ~~Pradeep~~

Agenda

- Preparations for reaccreditation
- Preparedness of the departments
- Visiting department and facilities.

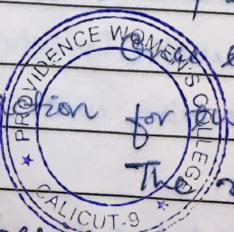
A visit to the Departments, was scheduled with external members.

External experts Dr Lalitha Menon and Smt Niemala KR met all the faculty members at the respective department.

The departments would be informed to make a presentation as well as present a draft of the departmental brochure to the team, for suggestions.

The external members interacted with faculty members of all departments, made suggestions and agreed to present a report on the observations.

All the departments made a presentation and the preparations were evident.

The report was prepared, the course of action for the departments would be intimated. The matter for preparation of Profile 2017 was being compiled, and would be ready by July.

JULY 2017

(2)

24.7.2017 - IQAC & NAAC Steering Comittee

Members Present

Dr (Sr) Neeta AC ✓

Dr (Sr) Ashmita AC ✓

Dr Minoo Dinkarani ✓

Dr Latika P ✓

Dr Deena MJ ✓

Bendu + ✓

Sr Janisha

Ranami - E-H ✓

Agenda:

- Discussion on the letter from NAAC
- Meeting with the Staff Association to begin the preparations in full scoring.

A meeting was convened to discuss the preferred dates, as requested from NAAC office, taking into consideration the dates of University examinations.

The examination schedule was discussed and it was decided to meet the Staff Association the next day.

The schedule & details of the two day programme was planned, and it was decided to schedule a meeting with convenors of all the committees.

It was decided to prefer dates in August itself.

It was also decided that henceforth the members would rearrange their classes so as to meet everyday and proceed with the preparations.

The compilation of Profile was nearing and the preparations for a Supplement Study Report (2016 Aug - 2017 Aug) was discussed.



11th Aug 2017 2.00 pm

IQAC & NAAC Steering Committee meeting

Members present :

Dr (Sr) Neeta Ae

Dr (Sr) Ashmita Ae

Dr Minoo Divakaran

Bindu A

Dr Latha P

Dr Deena MJ

Remani E

Dr Sobha A

Dr Priya Patroza

Ms Sreelakshmi

Agenda

- Planning the program and schedule of Peer Team

and guest visit.

- Completion of Supplement to SSR

The meeting was focussed on implementation and completion of all the works that were being taken up by various committees and having an update every week.

The schedule and route plan for the Peer Team visit was discussed.

The Supplement was nearing completion and would be sent for binding.

The students also needed to be informed through the selected student members.

The meeting came to an end with the plan of visit by Dr Selvam S to orient the staff and students on reaccreditation process on the 18th of August, since the Peer Team visit was finalized for the 21st and 22nd of August 2017.



DR B

3rd November 2017

IQAC Meeting - 3.00 pm

Members Present

Dr (Sr) Neetha AC ✓

Dr Beiya P ✓

Dr Latha P ✓

Dr Minoos Divakaran ✓

Dr (Sr) Ashmita AC

Agenda

- * Discussion on the New format of SSR
- * Utilization of CPE funds
- * Enhancing quality of research publications.
- * Organizing Skill Development Programmes

The meeting started with a silent prayer and the constitution of IQAC as well as revised format of Annual report and SSR was discussed. It was decided to take up criteria-wise analysis and then acquaint the departments, about the highlights.

The equitable funds' distribution of CPE, for the departments were discussed. The requirements of the depts would be compiled and then Tenders would be invited.

An urgent call was made on the need to improve quality of research publications from all streams. It was decided to organize Skill development programs on various aspects of



A handwritten signature in black ink, appearing to read "Jumma".

8th December 2017

IQAC Meeting

Members Present

Dr (Sr) Neetha AC

Dr (Sr) Ashmittha AC

Minor Divakaran COD

Ramani C-E CPRI

Bridie Amala HR

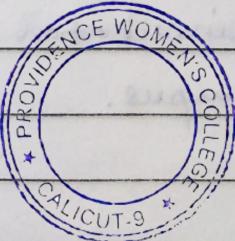
Prajadasini P PF

Agenda

- * Submission of data for NIRF 2018

The college had registered for National Institutional Ranking Framework (NIRF) for 2018, the institution ID being IR-2-C-OC-C-44532. The data on Student intake (sanctioned), Programs offered, student support systems, their placement and pursuing higher studies, Financial Resources and Utilization, Faculty Profile etc was to be collected and compiled.

It was decided to sensitize all departments regarding the inputs required and also on how to improve on those.



Jenith

CPRI

IQAC Meeting on 8th Jan 2018
11.00 am.

Members Present

Dr (Sr) Neetha

Jomy

Sr. Jaseena Joseph

Jomy

Dr. Preyadarshini P

Rajy

Dr. Lalitha P

Lalitha

Dr. Minoo Divakaran Minoo

Agenda

Discussion on initiatives taken for Enhancing

- ICT Programmes

- Incubation centre & Start-up

The meeting began with a silent prayer

A need to strengthen ICT Programmes was put up. It was planned to collaborate with the ICT Academy of Kerala to enable & facilitate incorporation of developments in ICT, for Teaching and Learning.

It was decided that IQAC members will visit the MECY park, to hold discussions and explore the possibilities of having incubation centres and start up initiatives, on campus.



Jomy

(Mark)

(7)

IQAC Meeting on 15th Jan 2018

2.30 pm

Members Present

Dr (Sr) Neetha *[Signature]*

Dr (Ss) Jaseena Joseph *[Signature]*

Dr. Latha P *[Signature]*

Dr. Peyadarasini P *[Signature]*

Dr. Minoo Dinkarani *[Signature]*

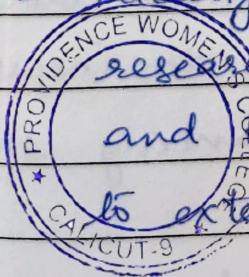
Bindu A

Agenda

- Discussion on LMS implementation
- Strengthening Research

Minutes

- The meeting began with a silent prayer
- With a revision in the documentation of academic and administrative data, it was discussed on whether to continue the existing system with upgradations or port to another platform. The former was opined by majority.
- Faculty needed to be motivated to take up research projects with social relevance. Science and humanities' projects needs to be proposed to external funding agencies for financial support



[Signature]

[Signature]

IQAC Meeting on 2nd February 2018, 10.30am

Members Present

- Santhosh Kunup, CEO, ICT Academy of Kerala
S. Choth
02/02/18
- Sajan, ICTAK *Saj*
- Dr(Sr) Neeta *Neeta*
- Sr Ashmita
- Minoo D *Minoo*
- Latika P *Latika*
- Bindu A *Bindu*
- Mr Pradeep Kumar

Agenda

- Discussion on enhancement of ICT enabled learning &
- Memorandum of Understanding with ICT Academy of Kerala ^{Teaching}

Minutes

- In continuation of the meetings with ICT Academy of Kerala, the Chief Executive Officer; Mr Santhosh Kunup visited the institution, and held discussions with the IQAC.
- A discussion with post graduation courses' students were also held, with the CEO, to inspire and inculcate the need for enhancing skills in



It was decided with mutual concurrence to enter into an MoU between the two institutions, and organise more courses for the faculty and students.

Jyoti

CAB

IQAC Meeting on 16th February 2018; 10.55 pm

Members Present

- Dr (Sr) Neetha AC *Jumpp*
- Dr (Sr) Ashmittha AC *MADH*
- Bindu Amal *lal*
- Lalha P (Panakkad) *Nath*
- Minoo Dinkarvan *Dinkarvan*
- Priyadarshini P *Priyal*

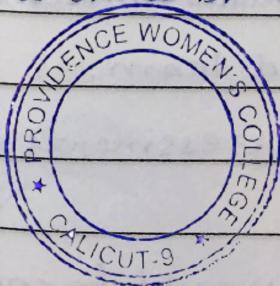
Agenda

- Strive for Autonomy
- Update on One-day seminar on 'New initiatives and reforms in the National Accreditation process'

The meeting was convened to discuss the MHRD, 21GC Notification dated 12th Feb 2018 (F. No. 1-8-2017 (CPP-II)), regarding Grant of Graded Autonomy.

It was decided to apply for 'Autonomy status' in response to the letter.

A seminar was planned for the faculty to update on the new initiatives and reforms in NAAC and it was decided to invite Dr Ponmudiraj, Adviser, NAAC for the ~~seminar~~.



Jumpp

IQAC Meeting on 28th March 2018 ; 9.00 am

Members Present

Dr (Sr) Neetha AC

Dr (Sr) Ashmitha AC

Dr Jos Peethur

Dr Harikumar

Dr Antony Joseph

Ramani C-E

Bindu A

Latha P

Minor Director

~~Jyoti~~

~~Bindu~~

~~S. P.~~

~~Antony~~

~~ERI~~

~~Tul~~

~~H.P.~~

~~CDR~~

~~Minor~~

~~Director~~

Agenda

— Honoring the Principal, Sr Neetha on her commendable service.

— Welcoming the new leadership.

Minutes

— As the tenure and service of Principal Dr (Sr) Neetha comes to an end, the IQAC felicitated her for her selfless and commendable service, taking the institution to new heights.

— The Pursuance of RUSA and Autonomous status, was passed ant new leadership and team.

— Participation in all national assessments was agreed upon.

— The CPE scheme and funds would be coordinated and implemented by Dr Sangeetha Kaimal.

— Research enhancement, needs to be accorded top priority, just as skill development programs too.



Sumit