



Date: 23/02/2023

A department IQAC meeting is scheduled on 24/02/2023 in the Commerce Department at 1.PM. Teachers are requested to participate in the meeting.

Agenda.

Evaluation Of Department Documents

Dr. Antony Joseph

Mr. Nice Jose

Mrs. Resnymol EA

Mr. Ratheesh PR

Mr. Binu Kurin

Mrs. Shijimol Thomas

Mr. Kishor Baby

Mrs.Haripriya C Pushpan

Mrs.Sumy KM

Mrs.Anjala Ayob

Mr. Wilfred Chacko

Mrs.Suneesha Mohan

Mrs. Beena PR

Mrs.Rintu Maria Scaris

IQAC Coordinator

PRINCIPAL



Minutes of Commerce Dept. Meeting

The IQAC arranged a department meeting of Commerce Department in their dept. on 24/02/2023 at 1 PM to evaluate their department document. The meeting was welcomed by IQAC coordinator. The IQAC team including Principal evaluated the work progress of dept. The team suggested to speed up the process of documentation and instructed teachers to complete the documentation process at the end of the current academic year. The meeting came to an end after an hour.

Members present

Dr. Antony Joseph

Mr. Nice Jose

Mrs. Resnymol EA

Mr. Ratheesh PR

Mr. Binu Kurin

Mrs. Shijimol Thomas

Mr. Kishor Baby

Mrs. Haripriya C Pushpan

Mrs. Sumy KM

Mrs. Anjala Ayob

Mr. Wilfred Chacko

Mrs. Suneesha Mohan

Mrs. Beena PR

Mrs. Rintu Maria Scaris

IQAC Coordinator

PRINCIPAL



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Date: 23/02/2023

A department IQAC meeting is scheduled on 27/02/2023 in the Department at 1.PM. Teachers are requested to participate in the meeting.

Agenda.

Evaluation of Department Documents

Mrs Anjaly R Nair

Mrs Shantymol S

Mrs Bindhu PR

Mr. Thomas Alex

Ms Mekha M

Mrs Christy Jose

Mrs Princy Mathew

Mrs Leenamol Mathew

Mrs Subymol Babu

PRINCIPAL



Minutes of the Meeting

A combined IQAC meeting of Department of English and Department BFT was held on in their dept. on 27/02/2023 at 1 PM to evaluate their department document. The meeting was welcomed by IQAC coordinator. The IQAC team including Principal evaluated the work progress of dept. The team suggested to collect maximum documents from previous year students and to speed up the process of documentation process. The meeting came to an end after an hour of discussion.

Members present

Mrs Anjaly R Nair

Mrs Shantymol S

Mrs Bindhu PR

Mr. Thomas Alex

Ms Mekha M

Mrs Christy Jose

Mrs Princy Mathew

Mrs Leenamol Mathew

Mrs Subymol Babu

IQAC Coordinator

PRINCIPAL



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Date: 23/02/2023

A department IQAC meeting is scheduled on 28/02/2023 in the Management Department at 1.PM. Teachers are requested to participate in the meeting.

Agenda.

Evaluation of Department Documents

Mrs. Ashwini Jaisy

Mr. Akshay Mohandas

Mrs Jinu Thomas

PRINCIPAL



Minutes of the Meeting

The IQAC arranged a department meeting of Management Department was held on in their dept. on 28/02/2023 at 1 PM to evaluate their department document. The meeting was welcomed by IQAC coordinator. The IQAC team including Principal evaluated the work progress of dept. The team suggested to collect maximum documents from previous year students and to speed up the process of documentation process. The meeting came to an end after an hour of discussion.

Members present

Dr. Antony Joseph (Principal)

Mr. Nice Jose (IQAC Coordinator)

Mrs. Ashwini Jaisy

Mr. Akshay Mohandas

Mrs Jinu Thomas

IQAC Coordinator

PRINCIPAL



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Date: 23/02/2023

A department IQAC meeting is scheduled on 01/03/2023 in the Department at 1.PM. Teachers are requested to participate in the meeting.

Agenda.

Evaluation of Department Documents

Mrs Jontumol John

Mrs Praicy Antony

Mrs Rintamol Mathew

Ms. Nezrin Naushad

Ms. Roshni Rachel Chacko

Ms Gopika VS

PRINCIPAL



Minutes of the Meeting

A combined IQAC meeting of Department of BCA and Department of Cyber Forensic was held on in the dept. on 01/03/2023 at 1 PM to evaluate their department document. The meeting was welcomed by IQAC coordinator. The IQAC team including Principal evaluated the work progress of dept. The team suggested to collect maximum data from previous year students and to speed up the process of documentation process. The meeting came to an end after an hour of discussion.

Members present

Mrs Jontumol John

Mrs Praicy Antony

Mrs Rintamol Mathew

Ms. Nezrin Naushad

Ms. Roshni Rachel Chacko

Ms Gopika VS

IQAC Coordinator

PRINCIPAL



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Date: 23/02/2023

A department IQAC meeting is scheduled on 02/03/2023 in the Department at 1.PM. Teachers are requested to participate in the meeting.

Agenda.

Evaluation of Department Documents

Mr. Tomy Joseph

Mr. Sunny PJ

Mrs. Suparna Raju

Ms Aayishamol Saiju

Mrs. Manju S Nair

PRINCIPAL



Minutes of the Meeting

A combined IQAC meeting of Department of Mathematics and Department of Hotel Management was held on in the dept. on 02/03/2023 at 1 PM to evaluate their department document. The meeting was welcomed by IQAC coordinator. The IQAC team including Principal evaluated the work progress of dept. The team suggested maths Department to prepare progression report after the publication of final year result . The meeting came to an end after an hour of discussion.

Members present

Mr. Tomy Joseph

Mr. Sunny PJ

Mrs. Suparna Raju

Ms Aayishamol Saiju

Mrs. Manju S Nair

IQAC Coordinator

PRINCIPAL



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The annual meeting of the IQAC held on 15 June 2022, in the IQAC Conference Room at 3:15 pm discussed the following.

Agenda

- Conduct SSS
- Change of Criteria Leaders
- Visit other NAAC Accredited colleges to study documentation and file system
- IQAC initiatives for the academic year 2022-23

Members Present

Mr. Bobby K Mathew

Mr. Nice Jose

Mrs. Suparna Raju

Mr. Ratheesh PR

Mrs. Anjaly R Nair

Mr. Basil PN

Mrs. Resnymol EA

Mr. Binu Kurin

Mrs. Jinntumol John

Mrs. Christy Jose

Mrs. Shantymol S

Mrs. Shijimil Thomas

Mr. Sonu Joseph

The first meeting of IQAC for the academic year 2022-23 held on ----- of June 2022. The programme started with the welcome speech by the co-ordinator, and explained the activities to be undertaken by the IQAC in the academic year. It was followed by the address of

the Chairperson. It was followed by the discussion of the Agenda. Some of the observations and recommendations made by the members-

- ✓ provided more certificate course/ Add- on courses
- ✓ Conduct Feedback on student
- ✓ Celebrate National Important Days
- ✓ Conduct communication skills Development and language skills Programmes
- ✓ Follow up the registration process of Alumnae
- ✓ Strengthen the Dept. Documents
- ✓ The committee entrusted IQAC Coordinator to visit NSS college Konni

The Committee appointed Mrs. Aswani Jaisy as new criteris 3 leader.

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Minutes

The meeting of the IQAC held on 11th July 2022, in the Conference Hall With Criterion committee members at 3:15 pm. The following matters were discussed in the meeting.

Agenda of the meeting

- Making Criteria wise Write-up
- Conducting Association Inauguration by each department
- Preparation of POs and COs by each Department

Members Present

Dr. Antony Joseph

Mr. Nice Jose

Mr. Tijomon Jacob

Mrs. Resnymol EA

Mr. Bobby K Mathew

Mr. Ratheesh PR

Mrs. Suparna Raju

Mrs. Anjaly R Nair

Mrs. Shantymol S

Mr. Basil PN

Mr. Binu Kurin

Mrs. Shijimol Thomas

Decisions Taken

- ✓ The aim of the meeting to evaluate the data collection and documentation process and preparation of the qualitative matrices.

- ✓ Each criteria co-ordinator briefed the documents they prepared
- ✓ Each Dept. has given deadline to prepare POs and Cos
- ✓ HODs are asked to schedule the association programme as early as possible



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The meeting of IQAC held in the conference hall on 3rd August 2022 and discussed the following.

Agenda

- New NAAC Manual
- Exhibition on *Azadi ka Amrit Maholsav*
- Independence day celebration
- Preparation of SSR

Members present

Dr. Antony Joseph

Mr. Bobby K Mathew

Mr. Nice Jose

Mrs. Suparna Raju

Mr. Ratheesh PR

Mrs. Anjaly R Nair

Mr. Basil PN

Mrs. Resnymol EA

Mr. Binu Kurin

Mrs. Jinntumol John

Mrs. Aswani Jaisy

Mrs. Christy Jose

Mrs. Shantymol S

Mrs. Shijimil Thomas

Mr. Sonu Joseph

Decisions Taken

- Decided to give new NAAC manual to all criteria leaders and will present the change in next meeting
- Team formed under the leadership Librarian for the exhibition presentation

- Team under the leadership of Dept. of Malayalam and English to conduct different events and programme.
- Unanimously interested IQAC coordinator for the preparation of SSR and its follow-up



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The IQAC Meeting was called to order by the Principal on 7th November 2023. After the reading of minutes of previous meeting the following discussions were made.

Agenda

- **Preparation of SWOC Analysis**
- **Analysis Of Feedback**
- **Register for SWYAM platform**

Members present

Dr. Antony Joseph

Mr. Bobby K Mathew

Mr. Nice Jose

Mrs. Suparna Raju

Mr. Ra theesh PR

Mrs. Anjaly R Nair

Mr. Basil PN

Mrs. Resnymol EA

Mr. Binu Kurin

Mrs. Jinntumol John

Mrs. Aswani Jaisy

Mrs. Christy Jose

Mrs. Shantymol S

Mrs. Shijimil Thomas

Decisions Taken

- The entrusted the IQAC for the preparation of SWOC analysis
- Actions taken to collect feedback from different stakeholders and analysis the feedback
- Register for SWYAM platform local chapter was initiated