




LQAC

L-Q-A-C
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This book contain 160 pages. serially
numbered from 1-160 and brought
in to use on 31/12/2015


Dr. Saby Baby

Minutes of the

Vincent - Parlour

IQAC Meeting held on 31/12/2015

Fr. George Thonuthuparambil.
Fr. Vincent Joseph.

Fr. Jose Pulperamkul Bmsar

Dr. Suby Babu Co-ordinator

Dr. Sr. Biji M.P Joint co-ordinator

Dr. Sujac

Deepti Biju

Deepti Joseph

Bisna Sebastian

Marcy P.C

Dr. Marthakully Joseph

Essy John

Sophy Thomas

Rageena Joseph

Dr. Rani Mathia

Dr. Anstony Abraham

Dr. James George

Philip Augustine

Sherin Mathew G.

Amarish S.

Joice Jolly

Baby Joseph

Dr. Giji K Joseph

Aby Thomas

Dr. Johnson Varghese

Donna Sebastian

Jose Karikkunnel

S. George Neerimala

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Head of the Departments, Following matters were discussed and

- 1) To conduct IQAC meeting every fortnight
- 2) To do necessary action to immediately forward NAAR
- 3) To discuss the aspects of NAAR, conduct a SWOT analysis and fix a benchmark for the next year.
- 4) PEO analysis should be made
- 5) Outcome based analysis should be targeted
- 6) Course objectives should be reviewed and necessary steps for improving softskill development must be made.
- 7) Action plan for overcoming weakness to be made.
- 8) Steps like starting remedial coaching should be initiated.
- 9) Try to make it mandatory to publish atleast 2 articles per professor and paper presentations.
- 10) Decisions taken in the IQAC meeting must be kept as a proposal in the staff council meeting.
- 11) Manager's room should be allotted as IQAC room from 1st January 2016
- 12) Appointment of Bobby as an full time assistant was decided.
- 13) Website updation was proposed
- 14) All the effort to sent proposal for National Initiative on Ranking of Indian Institutions, to Department of Higher education, MHRD, Govt of India, must be made.

Rev. Dr. Vincent Joseph
IQAC chairman

PRINCIPAL
NIRMALA COLLEGE
MUVATTUPUZHA



IQAC coordinator

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NIRMALA COLLEGE

MUVATTUPUZHA, ERNAKULAM (DIST.)
KERALA - 686 661, INDIA

(Affiliated to Mahatma Gandhi University, Kottayam and Re-accredited with CGPA of 2.85 (B Grade) by NAAC)

No.

Date.....

Jan 1, 2016

There will be a meeting of the IQAC at 03.45 p.m. on 04.01.2016 in the Conference Hall.
All the members are requested to be present in the meeting.

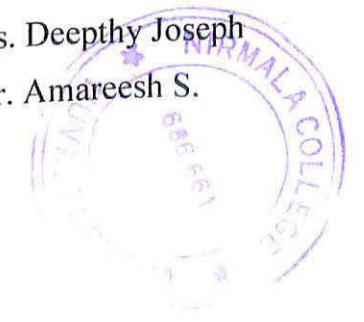
IQAC members

1. Rev. Dr. Vincent Joseph, Principal
2. Rev. Fr. Jose Pulparambil, Bursar
3. Mr. Jose Karikunnel, Vice Principal
4. Dr. Suby Baby, (Co-ordinator)
5. Dr. Sr. Biji M.P. (Joint co-ordinator)
6. Dr. Armstrong Sebastian
7. Dr. Suja C.
8. Mr. Saji Joseph
9. Ms. Jessy John
10. Ms. Rageena Joseph
11. Mr. Philip Augustine
12. Dr. Gigi K. Joseph
13. Dr. Sr. Tessy Joseph
14. Mr. Shaimon Joseph
15. Mr. Aby Thomas
16. Mr. Abin Wilson
17. Mr. Joice Jolly
18. Ms. Lisna Sebastian
19. Mr. Sherin Mathew G.
20. Ms. Preethy Binu
21. Ms. Deepthy Joseph
22. Mr. Amareesh S.

Signature

(Handwritten signatures of several IQAC members)

(Handwritten signature of Rev. Dr. Vincent Joseph)
Principal



- (1)
- (2)
- (3)
- (4)

Received from IQAC of Nirmala College

Next IQAC meeting scheduled on 18th Jan every

- Teams members for NIRF data collection
- (a) Faculty details - Aby Sir and Dr. Giji
- (b) Patent - common
- (c) Continuing Education - Jessy and
- (d) Student details - Alphonsa & Dr. Suja
- (e) Publication - Sr. Noel & Giji Sir
- (f) 6.7. ~~NET~~ NET - Sharmoon Sir, Emmanuel Sir
- (g) SSC - Sr. Jessy & Ebn Sir.
- (h) 6.8. sports - Ebn & St. Stefija
- cultural - St. Stefija.

Decision to detach 2013-14 files own records from
 older files were made.
 A suggestion to register for getting domain name
 was made.
 NAAC report evaluation should be made. A day
 should be chosen for that. January 27th.

Outreach programmes should be focused

Ph.D Holders meeting should be scheduled on
6th January at 3:45 p.m

AQAR report should be sent before 31st January

Fr. Dr. Vincent Joseph
Chairman IQAC

Dr. Suby Baby
IQAC coordinator

PRINCIPAL
NIRMALA COLLEGE
MUNATTUPUZHA



Jan 18, 2016

There will be a meeting of the IQAC at 03.45 p.m. on 18.01.2016 in the Conference Hall.
All the members are requested to be present in the meeting.

IQAC members

1. Rev. Dr. Vincent Joseph, Principal
2. Rev. Fr. Jose Pulparambil, Bursar
3. Mr. Jose Karikunnel, Vice Principal
4. Dr. Suby Baby, (Co-ordinator)
5. Dr. Sr. Biji M.P. (Joint co-ordinator)
6. Dr. Armstrong Sebastian
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13. Dr. Sr. Tessa Joseph
14. Mr. Shaimon Joseph
15. Mr. Aby Thomas
16. Mr. Abin Wilson
17. Mr. Joice Jolly
18. Ms. Lisna Sebastian
19. Mr. Sherin Mathew G.
20. Ms. Preethy Binu
21. Ms. Deepthy Joseph
22. Mr. Amareesh S.

Alphonsa K. Joy

Arum Geo Augustine

Signature
Signature

Signature
Principal



IQAC chairman

PRINCIPAL



IQAC coordinator

- (a) Ms. Rageena Joseph
- (b) Dr. Verada Maria Kunion
- (c) Dr. Ani Kunion.

3. Proposal for add on course in arts and science stream should be forwarded on 31st of February 2016.

4. All the departments can think to conduct atleast one certificate course before 31st March 2016 and the proposal should be forwarded through IQAC.

5. Institutional - Industrial linkage and Entrepreneurial meet are to be initiated by the following team.

- (a) Mr. Lisna Sebastian
- (b) Mr. Sherin Mathew
- (c) Mr. Amank S
- (d) Ms. Deepthi Joseph.
- (e) Mr. Preethy
- (f) Mr. Aby Thomas.

6. The following team was constituted to ensure the service of full time doctor and a clinical psychologist, Evaluate existing counselling and submit the report to IQAC

- (a) Sr. Tessa Joseph
- (b) Dr. Suja C
- (c) Ms. Lisna Sebastian
- (d) Ms. Deepthi Joseph

7. Investigation of ICT should be done through localities under three phases.

Jan 25, 2016

There will be a meeting of the IQAC at 09.45 a.m. on 27.01.2016 in the Conference Hall. All the members are requested to be present in the meeting.

Agenda :
1. Evaluation of previous NAAC report

IQAC members

- 1. Rev. Dr. Vincent Joseph, Principal
- 2. Rev. Fr. Jose Pulparambil, Bursar
- 3. Mr. Jose Karikunnel, Vice Principal
- 4. Dr. Suby Baby, (Co-ordinator)
- 5. Dr. Sr. Biji M.P. (Joint co-ordinator)
- 6. Dr. Armstrong Sebastian
- 7. Dr. Suja C.
- 8. Mr. Saji Joseph
- 9. Ms. Jessy John
- 10. Ms. Rageena Joseph
- 11. Mr. Philip Augustine
- 12. Dr. Gigi K. Joseph
- 13. Dr. Sr. Tessa Joseph
- 14. Mr. Alphonsa K. Joy
- 15. Mr. Aby Thomas
- 16. Mr. Abin Wilson
- 17. Mr. Joice Jolly
- 18. Ms. Lisna Sebastian
- 19. Mr. Sherin Mathew G.
- 20. Ms. Preethy Binu
- 21. Ms. Deepthi Joseph
- 22. Mr. Amareesh S.

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Principal



and IQAC was constituted with the following members:-

- (a) Empowering
- (b) Infrastructure, and
- (c) Development.

Classes and invited talks on E-content development, EMMRCs, innovative practices are to be focussed. Face Development Programmes are to be initiated. Under leadership of Mr. Saji Joseph, Mr. Sherin Mathew and Mr. Jessy John.

Mr. Aby Thomas was entrusted to organise a talk on content writing and article publication.

Minor, major projects and research publications addressing local needs should be identified and documented by Dr. Armstrong Sebastian and Dr. Sr. Biyi. M.P.

Collaborative linkage / MoU with prominent academic and research institutions may be initiated under the leadership of Dr. Gigi. K. Joseph and the following faculty members.

- (a) Mr. George Neeral
- (b) Mr. Philip Augustine
- (c) Mr. Aby Thomas
- (d) Dr. Sr. Biyi M.P.
- (e) Dr. Suro. C.
- (f) Dr. Thomas Varghese
- (g) Mrs. Jessy John

Applications for new P.G courses like MSc Botany and MSc. Physics may be submitted under the initiative of IOAC.

12. Demand analysis of each programme was made in the meeting.

13. Result analysis was made and measures like strengthening mentoring, remedial coaching was suggested.

14. Additional sport activities may be initiated. Proposal for SATI subcentre in athletics already submitted should be renewed. A tie-up to train our students in Kerala Cricket Authority may be considered. Mr. Abin Wilson has been entrusted to submit the report of action taken to the IOAC.

15. The recommendation of the NABC peer team for the registration of P.T.A and Alumni Association may be discussed by a committee consists of Mr. S. George Neeral, Sr. Sinto John and Mr. Aby Thomas and the report should be intimated to the IOAC.

16. A work culture focussing on library usage should be developed. Library committee members along with Ms. Alphonsa. K. Joy and Mr. Sorce Jolly after consultation with IOAC members may ensure its proper functioning in the following areas.

- (a) Utilisation of INFLIBNET to the maximum extent
- (b) Maximum utilisation of library books
- (c) To encourage publication of faculty to the maximum extent.

They should ensure the following:-
 (a) All the teachers may take minimum 12 books in an academic year from the library
 (b) All the teacher and students are given username and password for the use of INFOLIBINET

An IQAC subcommittee was formed to ensure good laboratory practices with Mr Philip Augustine, Dr. T.M. Jacob and Ms. Rameena Joseph. The committee should see that

(a) Stock register is updated and all the equipments are properly labelled indicating the scheme of purchase and date of purchase.

(b) Laboratories are to be properly maintained.

Recommendations for renovation and furnishing of the classrooms are to be submitted under the leadership of Mr. Seji Joseph and Mr. Aramath S.

Stock register of all disciplines along with labeling of the equipments should be done before 5th February 2016. An internal stock audit will be conducted to all departments from 10th February 2016 to 25th February 2016.

Internal academic audit of all the departments, N.S.S, N.C.C/ Clubs and forums will commence on 25th February 2016 from 3:45 p.m to 4:30 p.m. One department per day will be completed. Schedule of the visit will be normally in the calendar order and confirmed schedule will be intimated before 25th February 2016.

Chairman, IQAC
 Dr. Vincent Joseph



Co-ordinator, IQAC

Dr. S.

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No.

Date.....
 March 15, 2016

There will be a meeting of the IQAC at 03.45 p.m. on 15.03.2016 in the Conference Hall. All the members are requested to be present in the meeting.

- Agenda:- a) Scheduling internal academic audit.
 b) Evaluation of the progress of various sub committees formed in the previous IQAC meeting
 c) Discussion of file requirements for internal academic audit under each criteria

IQAC members

1. Rev. Dr. Vincent Joseph, Principal
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John

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John

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Aby

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Jolly

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Amareesh

Signature
 Principal

