

Schedule of internal audit for the academic year 2015-16

The audit dates are 21st and 22nd March 2016

Department	Dates	Department	Dates
English		Zoology	21-03-2016
Communicative English	21-03-2016	Economics	21-03-2016
Hindi	22-03-2016	Commerce (Regular)	21-03-2016
Malayalam	22-03-2016	Commerce (DJ Block)	21-03-2016
Mathematics Regular	22-03-2016	BCA	22-03-2016
Mathematics Self	22-03-2016	MCA	22-03-2016
Statistics	21-03-2016	Women cell	22-03-2016
Physics	21-03-2016	NSS,NCC, clubs and forums	22-03-2016
Chemistry		Library	
Botany	21-03-2016	MHRM	22-03-2016
Physical Education	21-03-2016	MTA	22-03-2016

Group 1

Deepthi Joseph	Chemistry, Communicative English, BCA,MCA, Library
Rageena Joseph	
Preethy Binu	Chemistry, Communicative English, Library
Saji Joseph	

Group 2

Saji Joseph	Physics
Saja.C	
By Thomas	Economics

Group 3

Ice Jolly	Mathematics (R) & Self
Armstrong Sebastian	
r. Tessa Joseph	Zoology ✓
uby Baby	Statistics ✓

Group 4

Philip Augustine	MHRM, MTA ✓
Essy John	
Alphonsa. K.Joy	Women cell
Saji Joseph	Botany ✓

Group 5

bin wilson	Physical Education ✓
herin	
r. Noel Rose	Hindi ✓
marish.S	Malayalam ✓



2016-17

INTERNAL QUALITY ASSURANCE CELL (IQAC)

- | | |
|--------------------------------|-------------------------------|
| Dr. T M Joseph | (Chairman) |
| Sri. Jose Karikunnel | (Vice Chairman) |
| Fr. Francis Kannadan | (Vice Chairman) |
| Dr. J Georgi Neernal | (Vice Chairman) |
| Dr. T M Jacob | (Vice Chairman) |
| Dr. Suby Baby | (Co-ordinator) |
| Dr. Thomas Varghese | (Joint Coordinator) |
| Sri. Philip Augustine | (Joint Coordinator) |
| Sr. (Dr) Biji M P. | (Joint Coordinator) |
| Dr Suja C | (Joint Coordinator) |
| Dr. Armstrong Sebastian | (Joint Coordinator) |
| Sri. Saji Joseph | (Joint Coordinator) |
| Dr. Gigi K Joseph | (Joint Coordinator) |
| Dr. Jacob John Kattakayam | (External Member) |
| Dr. Mathachan Pathiyil | (Representative of Parents) |
| Adv. Tomy Kalambattuparambil | (Representative of Alumni) |
| Dr. Johny Scaria | Research. Advisory Committee) |
| Sri. K R Vasudevan Namboothiri | (Librarian) |
| Smt. Mercy K D. | (Sr. Supdt) |
| Dr. P B Sanish | (Faculty Representative) |
| Dr. Ani Kurian | (Faculty Representative) |
| Dr. Jerome K Jose | (Faculty Representative) |
| Dr. Juliya Emmanuel | (Faculty Representative) |
| Dr. Shubin Mohanan | (Faculty Representative) |
| Mr. Tittu Thomas | (Faculty Representative) |
| Mr. Shaimon Joseph | (Faculty Representative) |
| Mr. Aby Thomas | (Faculty Representative) |
| Mr. Mathews K Manayani | (Faculty Representative) |
| Sri. Ginto George | (Faculty Representative) |
| Mr. Abin Wilson | (Faculty Representative) |
| Mr. Prince Samuel Joseph | (Faculty Representative) |
| Mr. Sherin Mathew G. | (Faculty Representative) |
| Ms. Deepthy Joseph | (Faculty Representative) |
| Ms. Diya Mathew | (Faculty Representative) |
| Ms. Preethy Binu | (Faculty Representative) |
| Sri. Jerin James | (Student Representative) |





NIRMALA COLLEGE

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

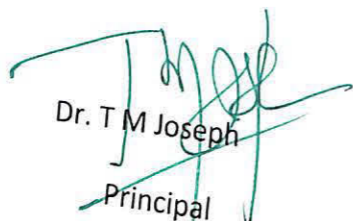
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Date.....

NOTICE

The Internal Quality Assurance Cell (IQAC) of the College is reconstituted with the following members. The first meeting of the reconstituted cell is scheduled to be held at 2.00 p. m on Tuesday, 27th May 2016 in the Conference Hall. All members are requested to kindly make it convenient to attend.


Dr. T M Joseph
Principal

Members

1. Dr. T M Joseph, Chairman
2. Sri. Jose Karikunnel, Vice Chairman
3. Fr. Francis Kannadan, Vice Chairman
4. Dr. J Georgi Neernal, Vice Chairman
5. Dr. T M Jacob, Vice Chairman
6. Dr. Suby Baby, Co-ordinator
7. Dr. Thomas Varghese, Joint Coordinator
8. Sri. Philip Augustine, Joint Coordinator
9. Sr. (Dr) Biji M P, Joint Coordinator
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11. Dr. Armstrong Sebastian, Joint Coordinator
12. Sri. Saji Joseph, Joint Coordinator
13. Dr. Gigi K Joseph, Joint Coordinator
14. Dr. Mathachan Pathiyil, Representative of Parents
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16. Smt. Mercy K D, Sr. Supdt,
17. Dr. Johny Scaria, Convener, Research. Advisory Committee

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(a) Need for organizing outdoor activities in the college.

b. Suggestion to augment consultancy services by each department viz. DRC Testing, Soil testing, water analysis, tax consultancy, spoken English classes. ~~Streamling~~

(c) Streamlining all the efforts towards overall personality development of the students and quality enhancement of the college, rather than focusing on mere NAAC accreditation.

(d) Elevating the departments - English and Zoology to the level of research departments.

(e) Need for promotion of research among teachers and students. Orienting research scholars towards libraries and laboratories.

(f) Need for utilizing library to the full extent by the faculty and students. INFLIBNET should be accessed for reference.

(g) Augmenting traditional class room teaching and mentoring with seminars and invited talks.

(h) Abolishment of departmental libraries but can maintain private reference books.

(i) Need for strengthening remedial coaching, mentoring and counselling to improve academic results.

(j) Focus on extra curricular and co-curricular

activities

k. Teacher's diary shall be properly maintained.

l. Proper documentation of all the departmental activities should be done by providing one copy to the principal as well as maintain one copy by the Departmental IQAC member.

m. Integration of all departmental activities with the profile of college rather than maintaining an independent existence.

n. Principal also offered funding for seminars and invited talks and assured that no initiative for quality enhancement will suffer from lack of funds.

Principal announced commencement of regular classes on 8th June 2016.

Meeting ended by 3.00 pm after the vote of thanks by the IQAC coordinator.

Chairman, IQAC

Dr. T. M. Joseph

Coordinator IQAC

Dr. Suby Baby

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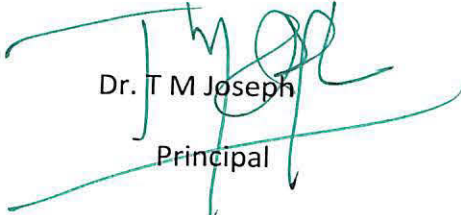


No:.....

Date:.....

NOTICE

The Internal Quality Assurance Cell (IQAC) of the College is reconstituted with the following members. The ~~1st~~ meeting of the reconstituted cell is scheduled to be held at 3.45 p. m on Tuesday, 23rd August 2016 in the Conference Hall. All members are requested to kindly make it convenient to attend.


Dr. T M Joseph
Principal

Members

1. Dr. T M Joseph, Chairman
2. Sri. Jose Karikunnel, Vice Chairman
3. Fr. Francis Kannadan, Vice Chairman
4. Dr. J Georgi Neernal, Vice Chairman
5. Dr, T M Jacob, Vice Chairman
6. Dr. Suby Baby, Co-ordinator
7. Dr. Thomas Varghese, Joint Coordinator
8. Sri. Philip Augustine, Joint Coordinator
9. Sr. (Dr) Biji M P, Joint Coordinator
10. Dr Suja C, Joint Coordinator
11. Dr. Amstrong Sebastian, Joint Coordinator
12. Sri. Saji Joseph, Joint Coordinator
13. Dr. Gigi K Joseph, Joint Coordinator
14. Dr. Mathachan Pathiyil, Representative of Parents
15. Adv. Tomy Kalambattuparambil - Representative of Alumni
16. Smt. Mercy K D, Sr. Supdt,
17. Dr. Johny Scaria, Convener, Research. Advisory Committee

Minutes of IQAC meeting held on 23rd August 2016 at

3.45 p.m

- 1 Dr. T.M. Joseph *Ty Joseph*
- 2 Fr. Francis Kannadan *Fr. Francis*
- 3 Dr. Soby Baby *Soby*
- 4 Jon Kankumel *Jon*
- 5 Fr. Jami Kennedy *Jami*
- 6 T.M. Jacob *T.M. Jacob*
- 7 Raison J Matthews *Raison*
- 8 Sherin Mathew G *Sherin*
- 9 Mr P-B. Samick *P-B. Samick*
- 10 Mr. Thomas Varghese *Thomas*
- 11 N. Shibus Mohanan *N. Shibus*
- 12 Vasudevan Nambuthiri K.R. *Vasudevan*
- 13 Shaiman Joseph *Shaiman*
- 14 S. George Nural. *S. George*
- 15 Amstang Sebastian *Amstang*
- 16 Dr. Mathias Pathmal *Mathias*
- 17 Dr. Soby Baby *Soby*
- 18 Dr. St. Biji MP *St. Biji*
- 19 Philip Augustine *Philip*
- 20 Mathew K. Manayana *Mathew*
- 21 Deepthi Joseph *Deepthi*
- 22 Anjali P-R *Anjali*
- 23 Titu Thomas *Titu*
- 24 Dr. Biji K George *Biji*
- 25 Dr. Aci Kuzian *Aci*
- 26 Prince Samuel Joseph *Prince*
- 27 Aby Thomas *Aby*
- 28 G. B. George *G. B. George*
- 29 Arin Wilson *Arin*

Meeting started at 3.45 pm with a silent prayer. 29 members were present. Principal unwrapped the meeting by discussing

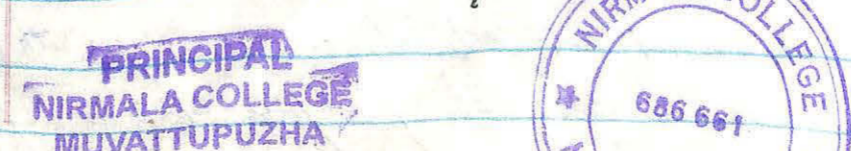
Meeting on the need of going for the IV cycle re-creditation in sole interest of the majority of the ~~staff~~ teachers retire by the end of 2018.

- 2. Principal delineated the composition of NEW IQAC comprising of 35 members and the composition of IQAC steering committee who should frequently meet (once in a month)
- 3. Principal pointed out the need of documentation of each event by the respective departments.
- 4. Identification of source of fund for projects and conferences from DST and KSCITCE
- 5. Need for availing Esudila scheme, provision of skill based training, and extension activities like village adoption scheme should be initiated
- 6. Research Department should publish more articles
- 7. Renovation of classrooms were discussed.
- 8. Website updation was recommended

Meeting ended by 5.00 pm after the vote of thanks by the IQAC coordinators

Chairman, IQAC *Ty Joseph*
 Dr. T.M. Joseph

Coordinator, IQAC *Soby*
 Dr. Soby Baby





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Date.....

NOTICE

The Internal Quality Assurance Cell (IQAC) of the College is reconstituted with the following members. The meeting of the reconstituted cell is scheduled to be held at 10.00 p. m on Tuesday, 9th November 2016 in the Conference Hall. All members are requested to kindly make it convenient to attend.

Dr. T M Joseph
Principal

- Members
- Dr. T M Joseph, Chairman
 - Sri. Jose Karikunnel, Vice Chairman
 - Fr. Francis Kannadan, Vice Chairman
 - Dr. J Georgi Neernal, Vice Chairman
 - Dr. T M Jacob, Vice Chairman
 - Dr. Suby Baby, Co-ordinator
 - Dr. Thomas Varghese, Joint Coordinator
 - Sri. Philip Augustine, Joint Coordinator
 - Sr. (Dr) Biji M P, Joint Coordinator
 - Dr Suja C, Joint Coordinator
 - Dr. Armstrong Sebastian, Joint Coordinator
 - Sri. Saji Joseph, Joint Coordinator
 - Dr. Gigi K Joseph, Joint Coordinator
 - Dr. Mathachan Pathiyil, Representative of Parents
 - Adv. Tomy Kalambattuparambil - Representative of Alumni
 - Smt. Mercy K D, Sr. Supdt,
 - Dr. Johny Scaria, Convener, Research. Advisory Committee

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2018 and urgent need of preparation of

Self Study Report for Fourth cycle of NAAC accreditation.

- Principal also mentioned about the Lecture series to be initiated this year.
- Principal also made following observations and suggestions while his talk.
 - Need for infrastructure rearrangement and suggestions eventuated by campus beautification committee
 - Initiation of community college and installation of yoga centre was suggested.
 - Shifting of vocation camp, was also mentioned.
 - Urgent need for data collection and documentation was suggested. [for the last 5 years]

Document of evidence of curriculum restructuring Board of Studies member, Question paper setter, resource persons, subject experts, certificates of orientation and refresher programme should be filed and one copy should be forwarded to the IQAC.
 - University Average of each programme should be collected and comparison of the results should be done on that basis for past 4 years

Printout of the feedback should be filed in the department and should be evaluated. Suggestions were also made to restructure questions in the feedback form and to confine the number of questions to 10.

Need for regularly updating Teachers' Performance Record for self assessment was mentioned

PBAS report for the academic year 2015-16 should be forwarded to the Manager at the earliest.

Collection of sanction letter and utilization certificate of major and minor research projects should be done by the respective department

Copies of Ph.D certificates, syndicate PhD award letter, publications, paper presentations, newspaper articles, seminar proceedings, seminar participation certificates and seminar organised by the department should be filed

Copies of Add on course certificate, certificate courses, Moocs should be filed.

List of prominent alumni should be forwarded to Secretary of Normata College Alumni Association.

List of university toppers should be forwarded to the principal.

11. Merit Day celebrations should be initiated
1. Dr. M. C. George, Advocate, Ayavanna. ~~to~~
to honour rank holders of the college.

12. Winners of sports and cultural activities [co-curricular and extra curricular activities] will be honoured on Talent day.

13. Principal announced that Mega Alumni Meet of this academic year is scheduled on January 10th, 2016 [second Saturday]

14. Principal pointed out to identify a male and a female academically forward students from undergraduate programmes and a candidate from post graduate programmes as Normata stars and direct these students along with WWS students to attend A.P.J Abdul Kalam lecture series on 10th November 2016 at 1.10 p.m

15. Birth dates of faculty should be forwarded to the IQAC coordinator.

16. While discussion with IQAC members, principal assured that grievances regarding content will be redressed at the earliest.

17. List of Net qualified students and placement and progression list should be updated, and should be forwarded to the IQAC coordinator for NIRF entry.

Strengthening of UGC net coaching classes
was recommended.

Principal suggested initiation of UGC Net
coaching class for Science stream students.

Teaching plan to ensure timely coverage of
portions should be forwarded to
Mr. Philip Augustine.

Meeting ended by 5 pm after the
vote of thanks by the IQAC coordinator.

Chairman, IQAC

Dr. T. M. Joseph

Coordinator, IQAC

Dr. Suby Baby

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No:.....

Date:.....

NOTICE

The Internal Quality Assurance Cell (IQAC) of the College is reconstituted with the following members. The ~~9th~~ meeting of the reconstituted cell is scheduled to be held at 4.00 p. m on Tuesday, 13th December 2016 in the Conference Hall. All members are requested to kindly make it convenient to attend.

Dr. T M Joseph

Principal

Members

1. Dr. T M Joseph, Chairman
2. Sri. Jose Karikunnel, Vice Chairman
3. Fr. Francis Kannadan, Vice Chairman
4. Dr. J Georgi Neernal, Vice Chairman
5. Dr, T M Jacob, Vice Chairman
6. Dr. Suby Baby, Co-ordinator
7. Dr. Thomas Varghese, Joint Coordinator
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Initiating more quality assurance activities in

the college and need of frequent IQAC meetings.
Dr. Jacob John Kattakayam delineated several points to be noted by IQAC.

- Preparation of minutes and action plan
- Introduction of Innovative Practices
- Conduct of Academic and Administrative Audit
- Monitoring of each and every activities
- Efficient functioning of Internal Complaint Cell
- Provision redressal Mechanism.
- Provision of employment news, competitive success
- in Career guidance and placement office.

Meeting ended by 5pm. after the vote of thanks by the IQAC coordinator.

Chairman, IQAC

[Signature]
Dr. T.M. Joseph

Coordinator, IQAC

[Signature]
Dr. Suby Baby

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MUVATTUPUZHA



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No:.....

Date:.....

NOTICE

The Internal Quality Assurance Cell (IQAC) of the College is reconstituted with the following members. The ~~19th~~ meeting of the reconstituted cell is scheduled to be held at 3.30 p. m on Tuesday, 19th December 2016 in the Conference Hall. All members are requested to kindly make it convenient to attend.

[Signature]
Dr. T M Joseph
Principal

Members

1. Dr. T M Joseph , Chairman
2. Sri. Jose Karikunnel , Vice Chairman
3. Fr. Francis Kannadan , Vice Chairman
4. Dr. J Georgi Neernal , Vice Chairman
5. Dr, T M Jacob , Vice Chairman
6. Dr. Suby Baby ., Co-ordinator
7. Dr. Thomas Varghese , Joint Coordinator
8. Sri. Philip Augustine, Joint Coordinator
9. Sr. (Dr) Biji M P, Joint Coordinator
10. Dr Suja C, Joint Coordinator
11. Dr. Armstrong Sebastian, Joint Coordinator
12. Sri. Saji Joseph, Joint Coordinator
13. Dr. Gigi K Joseph, Joint Coordinator
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Study report for data collection. He also intimated

that soft copy of the report will be forwarded on 24th November 2016 to their respective email ids.

It was suggested that a waste bin should be placed by chemistry department to collect plastic materials and.

Principal acknowledged the consultancy provided by statistics department i.e. Coconut Board - yield estimation, and more with Rubber Board.

Principal suggested to initiate fish farming by zoology department and water quality testing and soil testing by chemistry department.

It was suggested by the principal to initiate extension activity by all the departments focusing on a specific village, thereby amounting to Village Adoption Scheme.

IQAC members should monitor and participate in all the activities of the college especially Christmas^{celebration}, Onam^{celebration}, sports, Arts.

Principal announced a meeting of staff and non teaching staff members tomorrow [20/11/16] to celebrate Christmas.

It was also resolved to capture on video and upload all the lecture series and upload it on youtube.

10. Principal announced the conduct of Nedumkadal Lecture on January 16

Meeting wound up by 4.45 p.m

Chairman, IQAC

Coordinator, IQAC

Dr. T. M. Joseph

Dr. Supy Baby

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Date.....

NOTICE

The meeting of the IQAC is scheduled to be held at 3.30 p. m on Tuesday, 24th February 2017 in the Conference Hall. All members are requested to kindly make it convenient to attend.

Dr. T M Joseph
Principal

- Dr. T M Joseph, Chairman
- Dr. Jose Karikunnel, Vice Chairman
- Dr. Francis Kannadan, Vice Chairman
- Dr. J Georgi Neernal, Vice Chairman
- Dr. T M Jacob, Vice Chairman
- Dr. Suby Baby, Co-ordinator
- Dr. Thomas Varghese, Joint Coordinator
- Dr. Philip Augustine, Joint Coordinator
- Dr. (Dr) Biji M P, Joint Coordinator
- Dr. Suja C, Joint Coordinator
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- Dr. R Vasudevan Namboothiri, Librarian

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Each department discussion was held on the existing format for evaluation of

- teachers' performance by the students was held and a restructuring questionnaire was prepared by the principal. It was also suggested to give due weightage for the response of students based on the subjects, number of students and their internal marks to avoid the element of partiality. Principal also mentioned that the proposed format will be presented before the staff meeting. Principal constituted a committee to administer it, under the leadership of Dr. T.M. Jacob. Committee consists of Dr. Johny Scaria, Dr. Mathachan Pathiyil and Dr. Thomas Varghese.
- Principal pointed out the need of using ICT enabled teaching and suggested the transformation of traditional classrooms into virtual classrooms.
 - The need of maintaining a college level stock register was pointed
 - Principal stressed the need of accountability towards the equipment which is purchased with public fund. It was also suggested that purchasing committee of the college should approve the purchase of equipment before purchase during the project and UGC plan fund
 - Principal exhorted the teachers to present the format for feedback to the students in the upcoming value education class.
 - Principal also mentioned about the orientation programme scheduled on 18th February 2017 for the non-teaching staff of M.G. University hosted by principals' council and local IQAC
 - It was also resolved to provide necessary data to Dr. Jerome K. Jose for the preparation of newsletter.
 - Principal stressed the need for more teachers taking up leadership roles from each department.

Chairman, IQAC
Dr. T M Joseph
Co-ordinator, IQAC



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Date.....

NOTICE

The meeting of the IQAC is scheduled to be held at 3.30 p. m on , 28th March 2017
in the Conference Hall. All members are requested to kindly make it convenient to attend.


Dr. T M Joseph
Principal

Members

- Dr. T M Joseph , Chairman
- Sri. Jose Karikunnel , Vice Chairman
- Fr. Francis Kannadan , Vice Chairman
- Dr. J Georgi Neernal , Vice Chairman
- Dr. T M Jacob , Vice Chairman
- Dr. Suby Baby , Co-ordinator
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- Dr. P B Sanish , Faculty Representative
- Dr. Ani Kurian , Faculty Representative

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urgent need of
meeting Friday

2. Principal pointed out that NAAC has temporarily suspended the receipt of DOI after March 2017 till further notification.

3. Principal exhorted the staff members to submit the Performance Based Appraisal System Report by 31st March 2017 for the career advancement scheme.

4. Principal also resolved to strictly update the website by each department. He also mentioned that Dr. T.M. Jacob will arrange a demonstration of the website updation on 31st March 2017 at 2 p.m. IQAC members from each department should participate in it. He also suggested the need addition to their respective teacher's portal.

5. IQAC members, while discussing the admission procedures, suggested the need of providing application form management quota, cultural quota sports quota and online in college website and also providing online registration of students.

6. Principal exhorted the faculty members to update their website biodata in the college website.

7. IQAC members suggested the need of semester-wise break up of feedback.

8. Principal mentioned the need of full time access of IQAC members on the IQAC documents of their respective department.