

Anti-Ragging Cell
Minutes

2014-15

Mm. of meetingMembers :-

1. Principal
2. RDO Murattupuraha.
3. S I of police
4. Subeditor, Deepika newspaper
5. Sec. KCM, N.C Unit.
6. Ms Josekutty Ozhukayil
7. Dr Neerada Mariya Kurian (Women's)
8. PTA Vize president
9. Senior Student Rep. For. Tejo Kurian
10. Junior Student Rep. Romario Johnson
11. Senior Sup. ; NC.

14.07.14

Time 3.30pm.

Agenda.

As I Dc classes will be starting on 25.7.14, strategies are to be decided to prevent ragging and related activities

The decisions are.

- ① positive reinforcement activities may be adopted
- ② Educate students regarding ragging and related punishments.
- ③ The usual procedures such as appointing teachers in every floor, block, student volunteering etc will be continued
- ④ Fluxes and posters about ragging and punishments will be displayed.

1. Mr. Josekutty Oshukayal.
2. Dr. Massada Maria Kurian
3. Ms Nirmala George (PTA Rep)
4. Mr. C I George (Sr-supndt)
5. Fr Jijo Kurian (Brstrep)
- 6.

[Signature]

N.M.C.

Nirmala George

George

Principal *[Signature]*

Rev. Dr. Vincent Joseph

28.8.14

Time : 3.30 pm.

Agenda :-

To evaluate the atmosphere prevailing after joining of 1st year DC Students.

1. The committee observed that there are no written or oral complaints from 1st year students.
2. The Jr. Student representatives were satisfied by the care given by teachers.
3. The classes conducted by teachers during value education classes were on anti ragging.

Overall the conditions were peaceful.

1. Mr. Josekutty Ozukayi
2. Dr. Neerada Marya K. (womancl)
3. Ms Nirmala George (PTA V.P)
4. Ms Jithin Tony (KEYM)
5. Fr. Jyo Kurian (Sr. St. Rep)
6. Remario Johnson (Jr. St. Rep)
7. Mr. C.I. George (Co-Sup.)

[Signatures]
 N.M.C.
 Nirmala George
 Jithin
 Fr. Jyo Kurian
 Remario Johnson
 George

[Signature]
 Principal
 Rev. Dr. Vincent Joseph

2015-16

Minutes of Meeting.

Members.

1. Principal
2. RDO Mvpa
3. S I of police
4. Subeditor Deepika newspaper.
5. Mr. J. Georgi Neermal. (Convener)
6. D^{re} Neerda Maria Kurian
7. PTA Vice president
8. Senior Student Rep.
9. Junior Student Rep.
10. Senior suprendent.

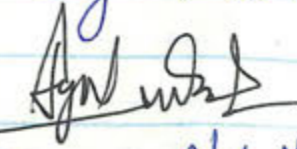

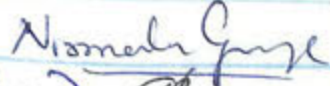


10.7.15


Time 3.30 pm.

Agenda. : To discuss the precautions to be taken against any kind of Ragging activities prior to the arrival of IOE students on 15.7.15

1. The Meeting started with a silent prayer
2. Like every other years it is planned to conduct awareness classes for senior students
3. Student volunteers will be appointed
4. Class teachers will be asked to take care of discipline.
5. continuous checking ~~to~~ may be done by Anti-Ragging Squad.

The meeting finished by 4.10 pm.

1. Mrs. Georgi Neeral 
2. Dr. Neerada Maria Kurian 
3. Ms. Nirmala George (Parent rep) 
4. Fr. Benoy C.M (Senior Students Rep) 
5. Mr. Sebastian V.J. 


Principal.
Rev. Dr. Vincent Joseph

20.8.15

Time 3.30

Agenda:- To evaluate the Supervisory activities of Anti-ragging committee

The meeting started with a prayer.

- ① Oral complaints were received from various classes. But no one likes to pursue with it.
- ② More strict actions are needed to avoid any such activities.
- ③ Warning may be given to student groups.
- ④ Parent's meeting will be called immediately.

Members

1. Ms. Geesgy Neeranal (convenor) *Geesgy*
2. Dr. Neerada Maria Kuria (women cell) *Neerada*
3. Ms Nismala Geesge. *Nismala Geesge*
4. Fr. Binoy CM (stkt Rep) *Binoy*
5. Bro. Alex John (Students Rep) *Alex*
6. Mr. Sebastian V.J. *Sebastian*

Principal
 Rev. Dr. Vincent Joseph

7.9.2015

Time 2.00 pm

Urgent Meeting

Agenda:- On Complaint of Mr Aswin
 Vas II Bcom OMSP on 4.9.2015 (Friday)
 Against; final year students of Commerce.

① It is decided to constitute
 an enquiry Commission of

(a) Prof. J. George Neeranal

(b) Prof. P-C Mary.

(c) Dr. S. Sankararaman.

to probe in to the alleged charges
 until enquiry report the alleged students are
Members Suspended.

1. Mr. J. George Neeranal. Appl with
2. Dr. Neesada Marys. ALM
3. Mr. Sebastian V. J. del
4. Ms. Nirmala George. Dramula George
5. Bro. Alex John (Student Rep) Alce

Robert
 Principal.
 (Rev. Dr. Vincent Joseph)

23. 9. 2015

Time: 3.30 pm.

Agenda: Enquiry report

① The report found that the complaint by Mr. Aswin vas is not sustainable as he is unsure of the involvement of alleged students.

② But these students violated the rules of college traffic rules and also admitted that they had indulged in indisdisciplinary actions. So they will enter in college on special function with pass permission only.

- sp. funct
- ① college day
 - ② sports day
 - ③ Study tour
 - ④ college functions.

Members

1. Mr. J. George Neeranal
2. Dr. Neerada Maria Kuevan
3. Mr. Sebastian V. J.
4. Ms. Nismala George.
5. Fr. Binoy C.M (Student Rep)
6. Alex John. (Student Rep)

Principal.
Rev. Dr. Vincent Joseph.

2016-17
(Minutes)

- 1 Principal
- 2 RDO, Muvattupuzha
- 3 S I Police
- 4 Sub Editor Deepika.
- 5 Do. J. George Neeranal
- 6 Sec. KLYM
- 7 Do. Neerada Manya Kurian
- 8 PTA Vice president
- 9 Fr Benny CM (Student Representative)
- 10 Alex John (Student Representative)
- 11 Senior Sup.

18.7.2016

Time 3:30 pm.

The meeting started with a silent prayer.

Agenda:

To make necessary arrangements before the beginning of I De class, so that incidents of ragging may be prohibited.

The committee decided to

- 1) conduct awareness classes.

- 2) Make more teachers available at diff. parts of college such as canteen, P.U block entrance, way to hostel etc.

- 3) Keep complaint box at each floor ~~classroom~~

- 4) positive reinforcement and student volunteering will also be continued.

Members

- 1 Do. J. Creasy Neeranal
- 2 Do. Neerada Marys Kurian.
- 3 Fr. Binoy CM
- 4 Ms Mercy KD
- 5 ~~Fr. Binoy~~ Alex John
- 6 Mathew Thomas (KCYM)



Principal
Dr. T.M. Joseph
PRINCIPAL
NIRMALA COLLEGE
MUVATTUPUZHA

28.7.2016

Time 3.00 pm.

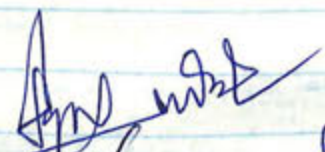

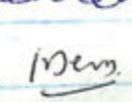
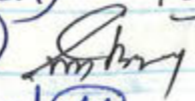

urgent meeting on complaint.

1) 2 students Jubal Jose and Eldhose P. Aby of Zoology 2nd year entered in 1st year Zoology class and asked name and other personal information.

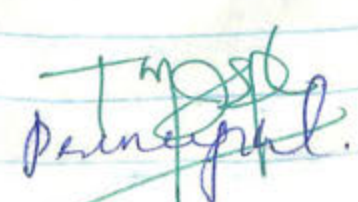
2) But during the meeting itself when they were called to present in front of anti ragging committee they realised their mistake and produced apology.

3) The 1st year students also informed that they have no more complaints.

Members

1. Dr. J. Georjy Neeranal 
2. Dr. Neerada Marya Kurian (women cell) 
3. Ms. Mercy K.D. (Sr. supndt) 
4. Fr. Binoy CM (Sr. St. rep) 
5. Mathew Thomas (KCYM) 




Principal.

PRINCIPAL
NIRMALA COLLEGE
MUVATTUPUZHA

11.8.16.

urgent meeting on complaint

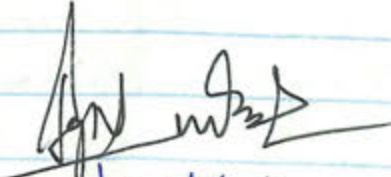




→ oral complaint is lodged against Georjy J. Ozhakkal, BA. Comm. English by BCA students.

→ Mr. Georjy is called in front of committee


→ Warned him for his act

→ He has written produced written apology and agreed to collect TC if any such incidents are repeated.

Members

1. Dr. J. Georjy Neeranal 
2. Dr. Neerada Marya Kurian 
3. Ms. Mercy K.D. 
4. Mathew Thomas 
5. Alex John (Stdt. Rep) 




Principal.
Do. T. M. Joseph.

PRINCIPAL
NIRMALA COLLEGE
MUVATTUPUZHA

29.9.2016.

Meeting on complaint

→ Mr. Justin Joy complaints about physical assault by 3 boys on 27/9/16

→ But when Mr Justin was called for hearing he produced a letter stating that he doesn't like to pursue the complaint as the accused 3 boys apologised for their act.

→ The committee accepted Justin Joy's withdrawal of complaint

- 1
- 2
- 3
- 4
- 5

Dr. J. George Neeranal Alex

Ms. Mercy K.D. Mem

Dr. Neerada Maria Kuzhan Neer

Mathew Thomas MD

Alex John (Student Rep) Alex



Prin
PRINCIPAL
NIRMALA COLLEGE
MINNATTUPUZHA

2017-18

Principal
 RDO, Muvattupuzha.
 S. I of Police.
 Subeditor - Deepika.
 Secretary, KCYM
 Dr. J. George Neerual
 Dr. Neesada Maria Kuniam
 Ms Smitha Ann Thomas.
 PTA Vice president
 Mr Kevin Joseph (Student Representative, Sr)
 Ms. Greethanjali (Sr Student Representative)
 Junior Supndnt



10th July 2017.


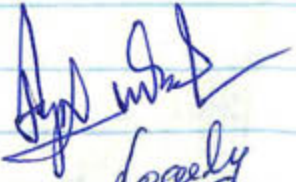
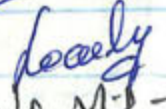
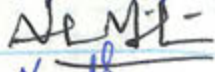

Time 3.30 PM.

Agenda - To evaluate the arrangements before commencing IDC classes.

The committee decided to check

1. check the Anti ragging messages
2. ~~Tutors~~ Tutors may take awareness class for their students
3. warning with information regarding law.
4. Teacher - student volunteering
5. NCC, NSS students are asked may check and inform.

Members Present

Principal 
 Dr. J. Georgy Neeranal. 
 Ms. Lovely Varghese 
 Dr. Nurada Mariya Kurian 
 Mrs. Kevin Joseph. 

3.10.17

Time 3.30 PM.

AGENDA:- To Evaluate the activities of Antisragging cell.

The Committee observed that there were no complaints this year. So it is confirmed with Junior representative that they were not harassed.

The meeting concluded that the methodologies adopted were successful to avoid Ragging.

The meeting ended at 4.00 PM.

Members:

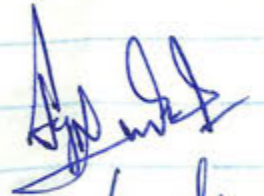
Dr. J Georgy Neeranal.

Ms Lovely Varghese

Dr. Neerada Mariya Kucian

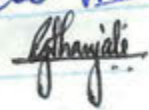
Ms Kevin Joseph

Ms. Grethanzali



decealy

Dr. Neer



Principal
RDO
SI of Police
Sub Editor - Deepika.
Secretary, KCYM.
Dr. J. Geegi Neermal.
Dr. Suja C.
Ms. Smitha Anu Thomas.
Ms. Abel Babu. (Sr. Student Rep)
Ms. Geethanjali
Junior Supdt.

5.07.18

Time 3.45 pm.

Agenda:- To evaluate preparations before IDC class arrives, especially prevention of ~~and~~ ragging activities.

The committee decided to look into


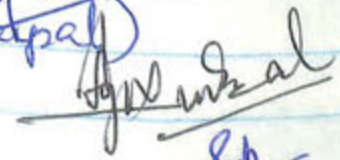



- To conduct special sessions on working days during class hrs regarding Ragging activity - Law and crime

- Appoint Student volunteers to check among student (NCC, NSS)

- Disperse teachers and NCC NSS volunteers in canteen on the way to hostel etc.

The meeting ended at 4.15 pm.

Members present:

Prof. T.M Joseph. (Principal) 
 Dr. J. George Nermal. 
 Dr. Sufa C. 
 Ms. Abel Babu. (Co. Student Rep.) 
 Ms. Lovely Varghese. Society 

5.1.6

Grievance Redress Cell

GRIEVANCE REDRESS CELL FOR STUDENTS.

COMMITTEE MINUTES

2014 - 15

Members -

1. Dr. James George (Staff Advisor)
2. Ms Nirmala George (PTA ex. Comm. member)
3. Dr. Mathachan Pathiyil (Internal Ass. coord.)
4. Ms Shyja Paul P (Faculty for Self funding)
5. Dr. Neerda Marya Kurra (Women cell)

7.8.14

Time 4 pm.

1. Memorandum by Bcom students of Jeevayyathi block.

The memorandum was discussed with principal and Bursar. The delay was due to technical problems in construction and it is at its final stage. The students will be able to shift within one month to the new block. The contractor had assured this to college management.

Members present-

1. Ms. Nirmala George Nirmala George
2. Dr. Mathachan Pathiyil Mathu
3. Ms. Shyja Paul. SP
4. Dr. Neerada Maria Kurian. Neerada

James
Dr. James George.

9/2/15

4 pm.

It was a complaint from Communicative English dept. $\text{\textcircled{R}}$

Regarding Tugofwar competition, The association of Communicative English has raised doubt about the bodywt of their opponents on the other side.

But the meeting has decided to take care next year onwards and to publish the wt of each team ~~in~~ prior to competition.

Members present-

Ms. Nirmala George	<u>Nirmala George</u>
Dr. Mathachan Pathy	<u>math</u>
Ms. Shyja Paul.	<u>SP</u>
Dr. Neesada Maria Kurovan	<u>Neema</u>

Dr. James George

2015-16.

Members

1. Dr. James George (staff Adviser)
2. Ms. Nirmala George (PTA ex. committee memb)
3. Dr. Mathachan Pathiyil (Int. Ass. Coord)
4. Ms. Shyja Paul (Faculty for self fin. str)
5. Dr. Neerada Manya Kum (women cell)

Date: 31/06/2015.

Time: 4 pm.

Agenda: To discuss the grievance letter submitted by a student representative on 27/06/2015 about

- a) Unhygienic and run down condition of the boys' toilets
- b) Water logging problem in the canteen wash area.

The meeting started with a silent prayer. Dr. James George (staff advisor), addressed the members regarding the complaint.

The meeting has decided to take following actions.

1. To immediately do the repairing works of the toilets and depute a cleaning staff for keeping it tidy.
2. Water in the wash area get clogged due to the food wastes and it has been decided to give directions for proper disposal of food wastes in the designated bins for biodegradable.

Wastes.

Members present

1. Dr. James George
2. Dr. Neesada Maria Kurian - NEMK
3. Ms. Shyja Paul

7.7.2015

4 pm.

Dept of Malayalam submitted memorandum reg. lack of properly working fan.

By the meeting the problem was solved.

No complaints found in the. hall.

Members present

1. Dr. Mathachan pathriyal mathach
2. Ms Nirmala George Nirmala George
3. Ms Shyja Paul Shyja Paul
4. Dr. Neesada Maria Kurian. NEMK

James
Dr. James George.

2016-17

1. Dr. J. Georgi Neermal (Staff Advn)
2. Ms Nirmala Greese (PTA ex-com. mem)
3. Dr. Mathachan Pathiyil (Int. Ass. co-ord.)
4. Ms Shyja Paul (Faculty for Self fin)
5. Dr. Neerda Manya Kuri (Women cell)

29.9.16

Time: 12.30 pm.

The meeting began with a silent prayer.

The cell meeting was of urgent in nature.


The complaint is against a student of 1st B.Com class, who using his mobile, took the photograph of teacher and uploaded on facebook.

The meeting of grievance cell, Principal and Bursar, decided to suspend the student from college.

No other complaints found in the box.

Members present.

- | | |
|------------------------------|-----------------------|
| 1. Ms. Nirmala George | <u>Nirmala George</u> |
| 2. Dr. Mathachan Pathiyil | <u>mathach</u> |
| 3. Ms. Shuja Paul P. | <u>Shuja Paul</u> |
| 4. Dr. Neerada Maria Kurian. | <u>Neerada</u> |


Dr. J. Georgi Neerol.

31.10.2016

Time : 4:00 pm

The meeting began with a silent prayer.

A complaint is found against present canteens and associated toilet facilities.

The meeting decided to review the present facilities.

Principal and Bursar has told that the building is going to be renewed and the canteen contractor will be changed in coming session.

No other complaints found in the box.

Members Present

1. Ms. Nirmala George Nirmala George
2. Dr. Mathachan Pathiyil. Mathachan
3. Ms. Shyja Paul P. Shyja Paul
4. Dr. Neeradha Maria Kurian Neeradha

Dr. J. George Neernal.

2017 - 2018
(June) (March)

20.03.2017

Time: 3.45 pm.

The meeting began with a silent prayer.

Agenda: To discuss the grievance letter received from 1st PG Hindi students about the work arrangement of teachers.

The committee decided to forward the letter to the Head of the Department as the appointment of the syllabus is the responsibility of the H.O.D. It has been instructed to take a decision which could make the classes more effective with maximum benefits to students.

Members present:

1. Dr. J. George Neerual *J. George*
2. Ms. Nirmala George *Nirmala George*
3. Mr. Biju Peter *Biju*
4. Dr. Neerada Maria Kurian *Neerada*

Dr. Mathachan Pathryl *mathach*

2018 - 19

23.10.18.

Time: 3.45 pm.

The meeting began with a silent prayer.

A letter of suggestions were given to Rev. Fr. Bursar. on 16.10.18. The letter discusses all the aspects of college. It is given by Mr. Eido Peter of IIE

Library ① cleanliness → Action will be taken.
② Arrangement of English books.

③ Regarding problems in punnatheshil hall and library hall → No hook for window

④ Butterfly garden Renovation

⑤ Discipline Reg. vehicles.

The entire Renovation will handle these problems. and the discipline will be taken care.

1. Fr Justin Kurian (Bursar) *Justin*
2. Dr. J. George Neerual. *J. George*
3. Ms Ajomy Marys Joseph. *Ajomy*
4. Mr. Biju Peter *Biju*
5. Dr. Suya C.

Date: 7/01/2019
Time: 4 pm.

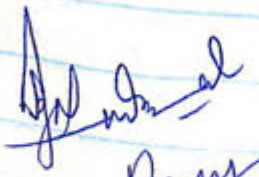



The meeting began with a silent prayer.

Agenda: To discuss the grievance letter received through suggestion box on 4/01/2019.

The committee discussed the problems pointed out by the student and decided to take following actions:

- ① Decided to improve the parking facilities for boys and girls near the college gate.
- ② To reconstruct the speed breaker in a more scientific way as to reduce the impact when driving over it.
- ③ To increase the number of smart classrooms in each department.

Members present

1. Dr. J. Georgi Neeral 
2. Ms. Ajomy Maria Joseph 
3. Ms. Biju Peter 
4. Fr. Justin Kammadan (Bussar) 

2019-20

Date: 25/09/2019.
Time: 4 pm.




The meeting began with a silent prayer.

Agenda: To discuss the grievance letter received on 23/09/2019 regarding wifi in campus, placement cell and invited lectures.

The committee decided to take following actions:

- (1) To provide a high band width wifi exclusively for students for academic purpose.
- (2) To start an online placement notification system, through which every student get instant alert on placement drive inside and outside campus.
- (3) To conduct a special placement drive exclusively for students in the BA, and M.A programmes.
- (4) To increase the number of invited lectures in various topics.

Members Present:

- Dr. Raju V.P. 
Dr. Vinod K.V.
Dr. Manu C. Skaria 
Ms. Leena Mathens 

Date: 07/01/2020
Time: 4 pm

The meeting began with a silent prayer.

Agenda: To discuss a complaint submitted to the principal of the college, received on 03/01/2020

The following decisions were taken by the committee on the grievance.

- (1) As the number of internal and external examinations were decided based on the university regulations, no change is possible from the current exam pattern.
- (2) Library of the college is open from 8.30 am to 5 pm, including Saturdays, so that students could access it at the working hours. In libnet ~~through~~ the college can be accessed at any time if the student has an internet connection and password, from anywhere.
- (3) New placement drives which are more inclusive of arts students were already initiated.




Members Present:

Dr. J. George Neeraj

Dr. Raja V.P

Dr. Manu C. Scaria

Ms. Leena Mathews

II 8
NIRMALA COLLEGE

MUVATTUPUZHA

*Library Advisory
Committee*

Library Advisory Committee on 16-10-2014.

The meeting of Library Advisory Committee held on 16-10-2014 (in the College Parlour) presided over by the Principal discussed the matters related to the two day U.G.C. sponsored seminar on "The Role of Libraries in providing access to e-resources" to be held on 28th and 29th November 2014. The various committees related to the seminar have been constituted in this meeting.

The following persons participated in the meeting.

1. Rev. Dr. Vincent Joseph (Principal) *Chairman*
2. Mr. Jose Karikunnel (Vice principal)
3. Rev. Fr. Jose Pulparumbil (Bursar)
4. Mr. Vasudevan Namboothiri (Librarian) ~~Member~~
5. Dr. Neerada Maria Kurian (Member)
6. Sr. Emy Tony "
7. Dr. T. M. Jacob "
8. Mrs. Geo Reji III (Student Representative) *Secretary*

The meeting concluded at 4 p.m.

Chairman
Principal

PRINCIPAL
NIRMALA COLLEGE
MUVATTUPUZHA

49

Library Advisory Committee on 18-02-2015.

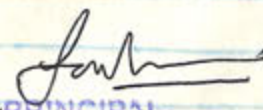
An ordinary meeting of the Library Advisory Committee held on 18-02-2015 in the library at 2 P.m. The meeting discussed matters related to the library.

The following members participated in the meeting.

1. Prof. Jose Karikunnel.
2. Dr. Annie Thomas
3. Sr. Emy Thomas
4. Dr. T.H. Jacob.
5. Ms Shija Paul. P
6. Mr. Vasudevan Nambootam: K.R.
7. Mr. Geo Reji III C *Geo Reji*

Decisions.

1. Update the library software with new features.
2. Activate the orientation programme for freshers.
3. Instant membership for fresh students.


PRINCIPAL
NIRMALA COLLEGE
MUVATTUPUZZA

51

Library Advisory Committee on 16-06-2015

An ordinary meeting of the Library Advisory Committee held on 16-06-2015 in the Library at 3 Pm. The meeting discussed various matters related to the library.

Members participated.

1. Prof. Jose Karikunnel (Vice Principal)
2. Mr. Valudevan Nambathiri Librarian.
3. Fr. Francis Michael
4. Sr. Emy Tomy.
5. Dr. T. M. Jacob.
6. Mathew A. V
7. Ms. Aswathi M. S. V C
(Student Representative)


 PRINCIPAL
 NIRMALA COLLEGE
 MUVATTUPUZHA

Library Advisory Committee and Staff Meeting.

Meeting of the Library Advisory Committee and Library Staff on 19.01.2016 chaired by the Manager Rt. Rev. Msgr. George Oliguram and attended by the Secretary of Higher Education Rev. Dr. George Tharayaparambil held at 3 PM in the College Library Hall. The meeting discussed various aspects of library functioning and targets. The following dignitaries and committee members attended the meeting.

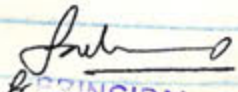
Members.

1. Fr. George Oliguram
2. Rev. Dr. Vincent Joseph, Principal.
3. Fr. George Tharayaparambil
4. Jose Karikunnil
5. Fr. Jose Padarandil
6. Dr. James George
7. Fr. Francis Michael
8. T.M. Jacob
9. P.A. Jose
10. Sr. Jinto John
11. Sr. Emily Tony
12. Vasudevan Numbachil f. R
13. Mathew A.J.
14. V.J. George
15. Vincent V-J
16. J. Georgi Neerchal
17. Ms. Aswathi M S (Student Representative)

Decisions.

1. The Library Advisory Committee has to be reconstituted with representatives of Research Scholars, Research guides Faculty and Student representatives.
2. Fr. Francis Michael was selected as the library warden and convenor of library advisory committee and Dr. P A Jose as the co-convenor.
3. Library Committee shall be convened fortnightly.

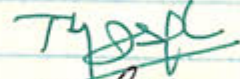
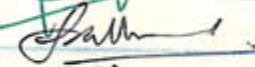

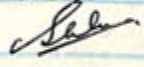

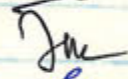





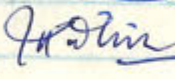
4. The process of accession of books will be shifted to the display room.
 5. News House will be shifted to the main library hall.
 6. Budget proposal for library expenditure has to be prepared by the Librarian.
 7. Annual stock verification of library books has to be done by the faculty concerned, with the support of library staff.
 8. Reading facility for teachers should be improved with proper arrangement.
 9. Reprography facility will be made available in the library.
 10. Digital library has to be expanded with 50 computers and shifted to the present New House.
 11. Service of 4 or 5 students will be utilized for the library work with stipend.
- The meeting concluded at 5.30 p.m.


 PRINCIPAL
 NIRMALA COLLEGE
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The meeting of the Library Advisory Committee held on 30-08-2016 at 3:45 pm in the college library reading hall presided over by the principal discussed various matters related to the library.

The following members participated in the meeting and took the following decisions regarding promotion of library use among the students. The meeting concluded at 5:30 pm.

Members:

T.M. Joseph	
Jose Karikunnel	
Fr. Frans Kandel	
N. Shibus Mohanaw	
T.M. Jacob	
Mr. Thomas Vaiphen	
Dr. Seby. Baby	
Dr. Sujia. c	
Dr. V.P. Raju	
Dr. Johnny Scott	
Vasudevan Nambalini	
Mathew A J	

Decisions

1. Establishment of monthly prize for best student users of the library, discipline wise to encourage reading habit and use of library among the students.
2. Enhancement of reading facility for research scholars.
3. Steps to popularize the E-resources especially INFLIBNET & NLIST among the faculty and the students.

Library Advisory Committee on 25-10-2017

The meeting of the library Advisory Committee held on 25-10-2017 in the College library presided over by the principal discussed the matters related to the library. The following persons participated in the meeting.

1. Dr. T.M. Joseph Principal (Chairman ex office) *TMJ*
2. Ms. Jose Karikunnel Vice Principal *JK*
3. Rev. Dr. Francis Kannadan (Bursar) *FB*
4. Ms. Vasudevan Namboothiri (Librarian) *VM*
5. TM Jaeb *Stallone CM*
6. Sujā. C *Sub*
7. Baby Baby *BB*
8. Alphonsus K. Joy *AKJ*
9. Dr. Sri. Biji M.P *SBMP*
10. Dr. V.P. Ram *DRVP*
11. Dr. Giji K. Joseph *GKJ*
12. Mr. Thomas Vadappan *TV*
13. Dr. Johnny Scaria *JS*
14. Mathew A.J *MAJ*
15. Sr. Hilda T.V (Student Rep.) *HTV*




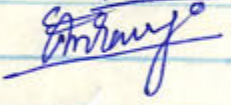

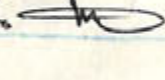
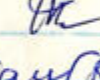

Principal
 PRINCIPAL
 NIRMALA COLLEGE
 MOVATTUPUZHA


Library Advisory Committee on 25/01/2018

The meeting of the library Advisory Committee held on 25/01/2018 in the College library presided over by the principal discussed the matters related to the library. The following persons participated in the meeting.

1. Orientation programme for new commerce and guided visit of the library by the new batches with the help of library staff.
2. Promote the use of digital resources especially the services offered in INFLIBNET NLIST.

The meeting started at 3 pm and concluded at 4.30 pm.

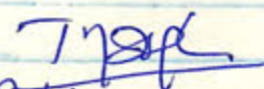
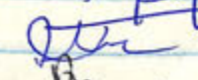
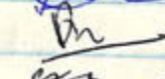
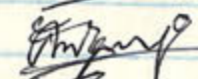
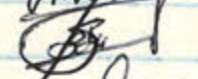
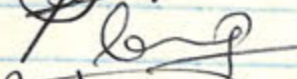
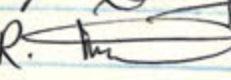
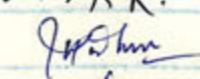

1. T M Joseph, Principal 
2. Dr. James Mathew Vice Principal 
3. Fr Francis Michael 
4. Alphonsa - K. Joy 
5. Mr. Vincy Baby 
6. Vasudevan Nambudath K. R. 
7. Mathew A. J. 
8. Ms. Bhadrakalme Vijay (Staff Rep) 


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Library Advisory Committee on 18-09-2018

The meeting of the Library Advisory Committee held on 18-09-2018 in the College Library presided over by the principal discussed the matters related to the library. The following persons participated in the meeting.

1. To make the collection development programme a success with the support of library patrons and Wellwishers.
2. To promote the research facilities of research scholars in the library with a special reference section for research scholars.
3. Special programme for information literacy among the new comers.
4. Make a survey among the users about satisfaction of the library services.

1. Dr. T.M. Joseph Principal 
2. Dr. James Mathew 
3. Fr. Francis Michael 
4. Alphonsus K. Joy 
5. Dr. Ruby Baby 
6. Dr. Sr. Biji M. P. 
7. Vasudevan Nambuthiri K.R. 
8. Mathew H.S. 
9. Ms. Bhadrakalshmi Nejay (Student Rep) 

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Minutes of
Canteen Committee



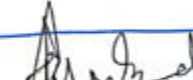
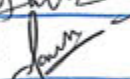



Canteen Committee Meeting on 18-07-2014

A meeting of the members of Canteen Committee was held on 18-07-2014 at 2.30pm in the canteen block under the chairmanship of Prof. Jose Karikunnel.

The meeting discussed about the complaints made by students regarding high price and poor quality of certain food items. It was decided to recommend a new canteen menu and price list so that students and staff could get quality food items in reasonable rates. Suggestions were also made to improve the working atmosphere of canteen by keeping the area and furniture clean and tidy.

The meeting concluded at 4.00pm.

Members present:

- 1) Prof. Jose Karikunnel (Chairman) 
- 2) Dr. Rani Mathes 
- 3) Mr. J. George Neeranal 
- 4) Mr. Parthosh. J. 
- 5) Mr. C. I. George 
- 6) Mr. Antony P.C. 
- 7) Mr. Benil Thomas III k (Student representative) 






Canteen Committee Meeting on 30/7/2015

A meeting of canteen Committee was arranged on 30/7/2015 under the chairmanship of Prof. Jose Karikunnel. The Committee proposed the following major suggestions for the proper functioning of the Canteen.

1. Decided the new food items to be sold in the canteen and approved the sale prices of new items.
2. Regular monitoring of the functioning of the Canteen by the Committee to ensure proper hygiene and quality.
3. To encourage all students to clean their table before leaving the canteen.

The meeting ended after refreshments

Members Present

1. Prof. Jose Karikunnel [chairman] 
2. Rev. Fr. Jose Pulparambil
3. Dr. James George
4. Mr. J. Georgi Neermal 
5. Mr. Santhosh J 
6. Mr. Sebastian V.J
7. Mr. Antony P.C 
8. Mr. Binu Baby [student representative] 

Canteen Committee Meeting on 30-06-2016

A meeting of the canteen committee was held on 30-06-2016 at 3.30pm in the canteen with Mr. Soni Sebastian, in the chair.

Agenda: Suggestions to improve the service of canteen
After detailed discussion the following decisions were taken.

- 1) Proper cleaning of the canteen during weekend.
- 2) Ensure proper drainage
- 3) Reduce food waste and use of selected food waste for the preparation of compost
- 4) Replace old and damaged furniture.
- 5) For monitoring the day to day activities in the canteen it was decided to make surprise visit to the canteen by the committee members.

The meeting concluded at 4.30pm

Members Present

1. Mr. Soni Sebastian (Chairman) *Soni*
2. Dr. Amteong Sebastian (Vice Chairman) *Amteong*
3. Fr. Francis Kannadan (Bursar) *Francis*
4. Mr. Jose Kariakunnel *Jose*
5. Dr. J. George Neeranel *George*
6. Dr. Santhosh J. *Santhosh*
7. Ms. Lorely Veeghese *Lorely*
8. Mr. Antony P. G. *Antony*
9. Mr. Binu Baby (Student Representative) *Binu*

Canteen Committee Meeting on 14-07-2017

A meeting of the members of the Canteen Committee was held on 14-07-2017 at 4.00 pm in the Canteen Hall, with Mr. Philip Augustine, Dept. of Chemistry in the chair.

For the proper functioning of the canteen the following decisions were taken.

- 1) To appoint sufficient canteen workers and cooks.
- 2) It ~~is~~ was decided to ensure proper cleanliness and hygiene practices of canteen staff. The workers were asked to use hair caps and aprons. They were asked to serve the food items using gloves.
- 3) To ensure the use of good quality fruits, vegetables, fishes and meats for the preparation of dishes.

Members Present

1. Mr. Philip Augustine (Chairman) *my*
2. Dr. Amstong Sebastian (Vice Chairman) *at*
3. Fr. Francis Kannadan (Bursar) *Jok*
4. Mr. Jose Karikunnel (Member, Managing Board) *four*
5. Dr. J. Georgi Neeral (Staff Adviser) *at*
6. Dr. Lissy Joseph *Lim*
7. Ms. Lonely Valghese *Louely*
8. Mr. Antony P.C. *Antony*
9. Mr. Kevin George *Kevin* IIM (Student Representative)

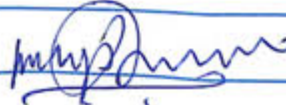


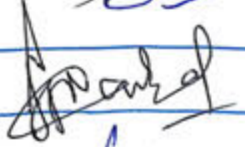
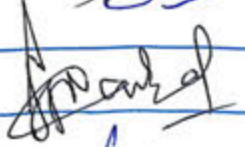
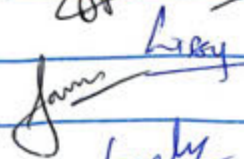
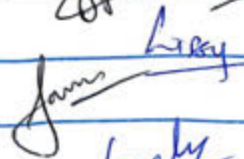


CANTEEN COMMITTEE MEETING ON 01/08/2018

A meeting of the members of canteen committee was held on 01/08/2018 at 3.00pm in the canteen hall under the chairmanship of Mr. Philip Augustine, Dept. of Chemistry. The committee monitored the functioning of canteen. After detailed discussion it was decided to take feedback from students about the working of canteen and the quality of service offered. For that a suggestion register should be kept in the canteen to get regular feedback from students.

It was also decided to conduct canteen survey in regular intervals to get feedback about quality, hygiene, variety in menu, food preferences etc.

The meeting ended at 4.00pm

Members Present

1. Mr. Philip Augustine (Chairman) 
2. Dr. Armstrong Sebastian 
3. Ex. Francis Kennedy (Bursar) 
4. Dr. James Mathew 
5. Dr. J. George Neechal 
6. Dr. Lissy Joseph 
7. Dr. Santhosh J. 
8. Ms. Lovely Veeghese 
9. Mr. Abel Baba (Student representative) 










Canteen Committee meeting on 07/12/2018.

A meeting of the canteen committee was arranged on 07/12/2018 at 3.30pm in the canteen hall with Mr. Philip Augustine, Dept. of Chemistry in the chair. After detailed discussion the committee proposed the following suggestions for the proper functioning of the canteen.

1. To minimise the use of plastic and other disposable items in the canteen.
2. To reduce food waste.
3. To encourage the preparation of healthy food items instead of junk foods.
4. To ensure proper discipline in the canteen.
5. To increase the working hours of canteen on the basis of students' feedback.
6. To take effective efforts to decrease water consumption in the canteen, by the use of water efficient taps.

The meeting ended at 4.30pm

Members Present


1. Mr. Philip Augustine (Chairman) 
2. Dr. Anthony Sebastian 
3. Fr. Francis Kannadan (Bursar) 
4. Dr. James Mathew 
5. Dr. J. George Neevel 
6. Dr. Santhosh J. 
7. Ms. Lovely Verghese 
8. Mr. Antony P.C. 
9. Ms. Abel Baba (Student representative) 



LQAC

L·Q·A·C
TheBookStore

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


Dr. Seby Baby

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
 IQAC coordinator

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 NIRMALA COLLEGE
 MUVATTUPUZHA



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 0485-2836300 (Principal)
 0485-2834689 (Bursar)
 Fax: 0485-2836300



Website : www.nirmalacollege.ac.in
 www.nirmalaalumni.org
 Email: nirmalacollege@gmail.com

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. 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.

Signature

(Handwritten signatures of several members)

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

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

Re a circular no. of iqac @ nirmalacollege...

Next IQAC meeting scheduled on 18th Jan 2016

- Teams members for NIRF data collection
- (a) Faculty details - Aby Sir, word 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, - Sharon Sir, Emmanuel Sir
- (g) SSC - Sr. Jessy & Ebin Sir.
- (h) 6.8. sports - Ebin & 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

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MUVATTUPUZHA



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
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. 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. Soy

Arum Geo Augustine

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. Amresh 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. Deepthy Joseph
- 22. Mr. Amareesh S.

[Signature]
Signature

[Signature]
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. Focussed Development Programmes are to be initiated. Under the 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. Supa. C.
- (f) Dr. Thomas Varghese
- (g) Mr. 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. Linto 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. Joice 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 INFOLIBNET

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 schema 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. Amareesh 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-ordinators, IQAC

Dr. S.

Ph: 0485-2832361 (Office)
0485-2836300 (Principal)
0485-2834689 (Bursar)
Fax: 0485-2836300



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www.nirmalaalumni.org
Email: nirmalacollege@gmail.com

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.....

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
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. Amstrong 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. Ms. 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. Deepthy Joseph
22. Mr. Amareesh S.

Signature

Principal



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	21-03-2016	Library	22-03-2016
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

By Thomas	Mathematics (R) & Self
Preethy Binu	Zoology ✓
Dr. Tessa Joseph	Statistics ✓
Suby Baby	MHRM, MTA ✓
Suby Baby	Women cell

Group 4

Philip Augustine	Botany ✓
Preethy Binu	Physical Education ✓
Alphonsa. K. Joy	Hindi ✓
Saji Joseph	Malayalam ✓

Group 5

Suby Baby	Commerce Regular And Self ✓
Sherin	N.C.C
Dr. Noel Rose	N.S.S
Armarish.S	Clubs & Forums



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)





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KERALA-686 661, INDIA.

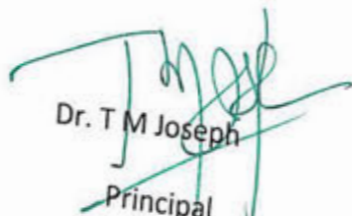
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Date.....

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
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
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

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

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

(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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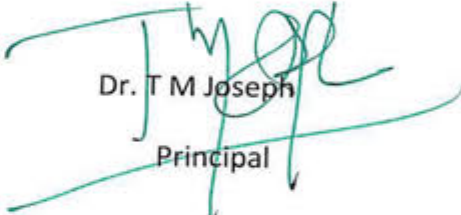


No:.....

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

3. Dr. Soby Baby

4. Jon Kankumel

Joh

5. Fr. Inim Kennedy

6. T.M. Jacob

JT

7. Reason J Mathews

8. Sherin Mathew G

Myra

9. Dr P.B. Samath

10. Dr. Thomas Varghese

Dr. P.B.

11. N. Shibus Mohanan

12. Vasudevan Nambuthiri K.R.

Thomas

13. Shaimon Joseph

14. S. George Neerual

Shaimon

15. Amstang Sebastian

16. Dr. Mathew Patheral

S. George

17. Dr. Soby Baby

18. Dr. St. Biji MP

19. Philip Augustine

20. Mathew K. Manayani

Amstang

21. Deepthi Joseph

22. Anjali P-R

23. Titu Thomas

24. Dr. Biji K George

25. Dr. Aci Kurian

26. Prince Samuel Joseph

27. Aby Thomas

28. Girish George

29. Arin Wilson

Dr. Soby

Dr. St. Biji

Philip

Mathew

Deepthi

Anjali

Titu

Dr. Biji

Dr. Aci

Prince

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 effort 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 KSCFCE

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

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

Chairman, IQAC

Coordinator, IQAC

Ty Joseph
Dr. T.M. Joseph

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 organized 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 Normala 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 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 12th, 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 Normala 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 faculties should be forwarded to the IQAC coordinator.

16. While discussion with IQAC members, principal assured that grievances regarding canteen 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 ~~0000~~ 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
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

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Initiating more quality assurance activities in

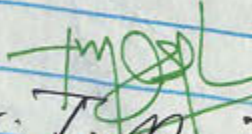
The college and need of frequent IQAC meetings.
 Dr. Jacob John Kattakayom delineated several points to be noted by IQAC.

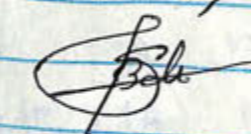
- Preparation of minutes and action plan
- Introduction of Innovative Practices
- Conduct of Academic and Administrative Audit
- Monitoring of each and every activities
- Efficient functioning of Internal Complaint Cell, Grievance redressal Mechanism.
- Provision of employment news, competitive success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

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

Chairman, IQAC

Coordinator, IQAC


 Dr. T.M. Joseph


 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 ~~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.


 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

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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 in 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}, ^{annual} 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 audio all the lecture series and upload it on youtube.

10. Principal announced the conduct of Nedumkodes 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
- Sri. 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
- Sri. Philip Augustine, Joint Coordinator
- Dr. (Dr) Biji M P, Joint Coordinator
- Dr. Suja C, Joint Coordinator
- Dr. Armstrong Sebastian, Joint Coordinator
- Dr. Saji Joseph, Joint Coordinator
- Dr. Gigi K Joseph, Joint Coordinator
- Dr. Mathachan Pathiyil, Representative of Parents
- Dr. Tomy Kalambattuparambil - Representative of Alumni
- Dr. Mercy K D, Sr. Supdt,
- Dr. Johny Scaria, Convener, Research. Advisory Committee
- 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 class rooms.
- 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
Principal



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
- 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
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- Smt. Mercy K D , Sr. Supdt,
- Dr. Johny Scaria , Convener , Research. Advisory Committee
- Sri. K R Vasudevan Namboothiri , Librarian
- Dr. P B Sanish , Faculty Representative
- Dr. Ani Kurian , Faculty Representative

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urgent need of
meeting Friday

- Principal pointed out that NAAC has temporarily suspended the receipt of DOI after March 2017 till further notification.
- Principal exhorted the staff members to submit the Performance Based Appraisal System Report by 31st March 2017 for the career advancement scheme.
- 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. pm. IQAC members from each department ^{was asked} should participate in it. He also suggested the need addition to their respective teacher's portal.
- IQAC members, while discussing the admission procedures, suggested the need of providing application form management quota, cultural quota sports quota ^{through} online in college website and also providing online registration of students.
- Principal exhorted the faculty members to update their website biodata in the ~~university~~ college website.
- IQAC members suggested the need of semester-wise breakup of feedback.
- Principal mentioned the need of full time access of IQAC members on the IQAC documents of their respective departments.

9. Principal also mentioned about the reluctance on the part of faculty in marking attendance and sending hard copy to the office. He also mentioned that teachers should take attendance seriously and mark it online in time.
10. Principal delineated the need of limiting the number of days of leave for the students to a maximum 10 days per semester. If a student want to avail leave, the concerned student should submit the leave application in advance and HOD should recommend it and should be forwarded to the Principal.
11. Principal pointed out the need of collection of database of research scholars publications and that, the respective publication can be claimed to our credit.

Chairman, IQAC

Coordination

Dr. T. M. Joseph

Dr. Suby Baby

PRINCIPAL
NIRMALA COLLEGE
MUVATTUPUZHA



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)



Date.....

NOTICE

The meeting of the IQAC is scheduled to be held at 2.45 p. m on , 21st July 2017 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. Armstrong 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,
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20. Dr. Ani Kurian , Faculty Representative

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Chairman, IQAC

Dr. T. M. Joseph

PRINCIPAL
NIRMALA COLLEGE
MUVATTUPUZHA



Coordination, IQAC

Dr. Suby Baby



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Date.....

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Dr. T M Joseph

Principal

Members

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2. Sri. Jose Karikunnel , Vice Chairman
3. Fr. Francis Kannadan , Vice Chairman
4. Dr. J Georgi Neernal , Vice Chairman
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19. Dr. P B Sanish , Faculty Representative
20. Dr. Ani Kurian , Faculty Representative

Meeting started ^{at} with a silent prayer.
29 members were present.

Resolutions and Recommendations.

- Principal unwrapped the meeting by reminding the urgent need of data collection for preparation of self study report. He also reminded that NAAC has suspended the receipt of DoI till further notice. Further principal delineated the guidelines of NAAC. Following points were mentioned.
 - Reduction of weightage of NAAC peer team visit to 20%.
 - Ensure the authenticity of the data, otherwise it will invite penalty in the form of negative marks.
 - We can expect new guidelines by the beginning of August 2017.
- NAAC Accreditation should not only be our concern, but the quality enhancement should be focussed and it should be sustainable one.
- Principal acknowledges the NIRF ranking and appreciated the entire staff especially Dr. T. M. Jacob and Dr. Ruby Baby.
- Principal also appreciated Dr. Shebin Mathan for working for the upgradation of science departments of our college to DBT star status. This status will be valid for three years with one time grant of 5 lakhs.
- Principal appreciated all the staff for the glittering the achievement i.e. bagging of 62 ranks A+ during the academic year 2016-17. (Mathe - 32, Commerce - 15, Hindustani).
- Principal directed the chairman of the admission committee Prof Jose Konkunnel made a detailed reporting on the demand status of various programmes. He made an observation that preferences for programmes among

students and parents are guided by the twin factors of academic ambience of the college and the job prospects of the respective programmes. In this way programmes like B.Sc. Mathematics, B.Com (Finance & Taxation) and B.Sc. Physics Model I, stand on the top of the demand ratio. He reported that no student with less than 95% marks in the qualifying examinations got admission in the general merit category.

It is observed that most of the UG programmes and P.G. programmes in the college do have better demand ratio than that of the similar programmes in the neighbouring colleges. All the seats in all the UG programmes except B.A. Communicative English and Bachelor of Travel and Tourism Management (BTTM) have been filled. Two members of the IQAC opined that poor quality of students enrolled for these programmes is responsible for the less demand for such programmes. It is also observed that a few P.G. programmes like M.A. Malayalam, M.A. Hindi, and M.T.M. have lesser takes than expected. The IQAC resolved that concerted efforts shall be made to attract better students to all the programmes of the college, so that the academic standard of the institution can be fostered further. The IQAC also resolved to place this report before the college council to take corrective measures, if needed.

- Principal announced the reconstitution of IQAC and welcomed Dr. A.S. Aruchkumar, Dr. George Sams and Dr. Anbu Thomas to IQAC.
- Principal reminded that if fourth cycle accreditation happens before 31st March 2018, we could avail the services of retiring staff during


That year.


- 8.
9. ACR has to be prepared.
10. Principal demanded the cooperation of all the staff for NIRF 2017.
11. Principal reminded the urgent need of website updation. Principal exhorted all the IQAC members to summon in the language lab on 25th July 2017 for a demonstration.
12. Principal also resolved that public perception is of utmost importance, so initiative for google reviews and feedback of the Alumni.
13. Principal pointed out that the new initiative of this academic year "No own vehicle day" on 2nd Tuesday of every month can be accommodated free campus.

Meeting wound up at 5 p.m.

Chairman, IQAC

Coordinator, IQAC


Dr. T. M. Joseph


Dr. Suby Baby

PRINCIPAL
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MUVATTUPUZHA



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Date.....

No:.....

NOTICE

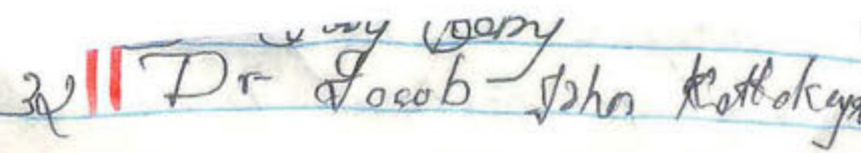
The meeting of the IQAC is scheduled to be held at 10.30 a. m on , 18th August 2017 in the Conference Hall. All members are requested to kindly make it convenient to attend.



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. Armstrong Sebastian, Joint Coordinator
12. Sri. Saji Joseph, Joint Coordinator
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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
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Dr. Jacob John Kothakota


Dr. Suby Baby

9. The existing teaching method of giving notes and students' tendency to stick on to the notes to be changed. They should be directed to library in free hours and intervals to gather information for explicit and tacit knowledge.
10. All the efforts to identify the strengths of students should be done and should be highlighted and promoted. We should try to cater the justifiable needs of students.
11. Quality should be ensured in all spheres of our college. Principal invited all the departments for enhancing quality and catering the needs of students by initiating spoken English classes, spoken Hindi sessions and strictly adhering to our language policy in class room management.
12. Principal also resolved that faculties should initiate proposals for National, international level seminars, but class hours should not be compromised.
13. Principal announced the conduct of life guidance programme for first year degree and MAI lecture series for teachers by Prof Anjanankya.
14. Principal reminded the members that there will be a management level visit of all dept to ensure documentation within one month and after that an external audit will be conducted.
15. Principal also stressed the need of promoting more ecological sensitizing programmes. Waste

- management should be taken into concern and Dr. Giji K. Joseph is entrusted to take care of ecological sensitizing programmes.
16. A research conference will be conducted and it is entrusted with Dr. John Scaria.
17. A booklet of research scholars and Ph.D holders is designed.
18. A database of prominent alumni is to be collected urgently for NIRF 2018.
19. Principal also suggested to prepare departmental newsletters. College newsletter work is entrusted with Dr. Mibu Thomson and College magazine with Dr. Santh. P.B.
20. Principal announced that college election will be conducted on 22nd and internal exam will commence on 23, 24, and 25 ~~September~~ ^{August} 2017 and life guidance programme on 25th & 26th of August 2017.

Vice Principal Jose Korickanal reviewed the discussion, Bursar Fr. Justin Kannadan felicitated and

Meeting wound up by 1. pm after vote of thanks by I@AC Coordinator Dr. Suby Boby

Chairman I@AC

Coordinator, I@AC

Dr. T.M. Joseph

Dr. Suby Boby



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No. _____

Date _____

NOTICE

The meeting of the IQAC is scheduled to be held at 2.45 p. m on , 6th October 2017 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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30 // Dr. Armstrong Sebastian
31 // Suja C 31. Dr. J. Georgi Neernal

Meeting started at 2.45 p.m with silent prayer. 31 members were present.

Resolutions & Recommendations:

1. Principal commenced the meeting by delineating the NAAC procedure as follows:

There are two sessions for submitting 11@A

(a) 1 November - 31 December

(b) 1 May - 31 June

Fees for 11@A and SSR uploading is Rs 25000/- non refundable.

Application fee for NAAC Accreditation is Rs 1,85,000 of which Rs 92000 + 18% GST should be payable by the institution and next half will be paid later in by NAAC

2. Data to be uploaded comprises of Quantitative data matrix which forms 65% of data and rest 35% data are qualitative.

3. A pass percentage of 30% in quantitative data will amount to completion of pre-qualification round, which and data validation and verification will be done by Data collection and verification centre by conducting NAAC peer team visit. If any discrepancies found in the data validation, it will amount to disqualification.

Principal also mentioned that an institution will be

eligible for Att Grade, the institution should get a grade above 3 in three categories i.e. (a) teaching learning (b) Student support, and.

5. Principal proposed to submit IQA by 1st November.

6. Principal distributed data collection guidelines among the IQAC members. He also mentioned about the guidelines ^{given to} HODs in the previous council meeting.

7. Principal also pointed out the collection of hardcopies of documents and scanning it and uploading it in the NAAC website while uploading of SSR.

8. Principal exhorted to form different teams and nodal officers as per criteria.

9. A write up and documentation of course outcome, programme outcome and programme specific outcome should be done. Principal detailed

(a) programme outcome - expected outcome of a degree

(b) programme specific outcome - expected outcome of a particular course under each degree

(c) Course outcome - specific expected outcome of a particular paper.

10. A list of student progression of 2016-17 pass out batch is to be prepared urgently.

11. Principal reminded urgent updation of website.

12. Data collection for NIRF 2018 was also mentioned in the meeting.

13. Principal also reminded the return of books in the department bought through UAC scheme and projects to the library.

14. Scanning and uploading of the last page of the library accession register was pointed out by the principal.

15. Regular updation of stock register was demanded by the principal.

16. Principal also reminded to give the bills, vouchers and audited report of the project and furniture and laptop to the college.

17. Principal requested the whole hearted cooperation of all IQAC members to collect the data.

18. Principal mentioned the registration of Alumni Association is to be done.

Meeting wound up by 4:30 p.m.

Chairman, IQAC

Dr. T. N. Joseph

PRINCIPAL
NIRMALA COLLEGE
MUVATTUPUZHA

Coordinator, IQAC

Dr. Susy Baby





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No:.....

Date:.....

NOTICE

The meeting of the IQAC is scheduled to be held at 2.45 p. m on , 9th October 2017
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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officers was appointed for each heads along
with team members.

Area	Nodal Officer & Team Members
1. Academic	Saji Joseph (N.O), Biju Peter, Missy Paul Fri Francis Kolath, Aby Thomas, Mathews Managani, Sreeja. G.R, Deepa Abraham
2. Research	Thomas Varghese (N.O) Aloysious Sabu Annie Thomas, Jyothish Kuthanapillil.
3. Physical Infrastructure	Philip Augustine, (N.O) V.P. Raju, Soba M.G. Shubin Mohanan, Jasmine Marykutty
4. Digital Infrastructure	George James T. (N.O), K.V.Vinod, Matthew John
5. Automation	T.M. Jacob (N.O) Titu Thomas, Anusha Sanker
6. Library	Sr. Biji. M.P (N.O), Vasudevan Nambathoor Jamanmol Varghese, Alphonsa. K. Joy.
7. Stakeholders	Georgy Neernal (N.O), A.S Emmanuel, Seethalakshmi V; Bantosh. S, Shaimon Joseph, Sr. lovely Abraham, Abin Wilson Jarby Cyriac, Gigi. George, Deepthi Joseph.

8. Ecology & Innovation

Grigi. K. Joseph, [N.O], Nibu Thomson, Ambily Elizabeth George, Anns Maria Thomas.

9. Staff

Shija Paul.P. [N.O], Julia Emmanuel, Neena Thomas, Niby Babu.

10. Governance & Finance.

Sr. Tessa Joseph [N.O], Shiny Mathew, Beema Joseph, Sr. Santa John, Prince Samuel Joseph.

11. Social Justice

Suja. [N.O], Mercyamma Jacob, Ani Kurian, Neerada Maria Kurian

12. Publication

Armstrong Sebastian [N.O], Arjuny Maria Joseph, P.B. Saneesh, Manu.C. Skaria.

3. Principal announced departmental internal audit on October 31st and Management internal audit by 2nd week of November 2017

4. Principal also reminded that the submission of ITAA and SSR will be done during November-December schedule of 2017

5. Principal also reminded the conduct of student satisfaction survey within October 2nd week.

6. Principal delineated the proforma to be filled by each dept.

7. Principal reminded the active usage of ICT Tool like MOOCs, Moodle, Swayam, e.P.G. pathashala, classroom and Edlibnet.

8. Principal also reminded active usage of library.

9. Principal delineated the research policy of the college.

10. A collection of lecture series digitally through lecture-capturing system has to be included in the website.

11. A proper maintenance and updation of progression and placement, scholarship and grants was suggested.

12. Principal also reminded construction of house to the auto driver who met with accident and it was entrusted with J. Georgi Neernal, Johnny Scaria and Jose Karikunnet.

13. Principal reminded the focus of environment friendly activities like rainwater harvesting, vermi-compost, Biodiversity park and acknowledged the mushroom cultivation initiated by Sr. Tessa and use of plastic

**CORE COMMITTEE OF IQAC
AREA SPECIFIC ACTIVITIES AND MONITORING**

Area	Nodal Officer and T
Academic Student Enrollment, Participation of teachers in University bodies, Courses, Curriculum, Teaching - Learning Process, Teacher profile, Evaluation, Result Analysis, Student satisfaction, Programme and Course outcomes	Saji Joseph (N.) Biju Peter, Lissy Fr. Francis Mich Thomas, Mathe Sreeja G.R., De
Research Promotion of research and facilities, Resource mobilisation, Publications, Extension, Collaboration, Code of Ethics, List of Ph.Ds awarded	Thomas Vargh Aloysious Sabu Thomas, Jyoti Kuthanapillil
Physical Infrastructure Seminar/ Conference halls, Toilets, Rest rooms, Sign/ display boards, Canteen, Play grounds, Laboratories, Office rooms, Hostels, Fitness Centre	Philip Augusti V.P. Raju, So Shibin Mohan Jasmine Mary
Digital Infrastructure Computer labs, Smart class rooms, ICT Electronic Stock Register and Maintenance, Internet access, Lecture capturing system	George Jame K.V. Vinod, M
Automation Software application, Learning Management System, Management Information System, E-resources, Online courses, Office Automation, e-content, Website Development and Maintenance	T.M. Jacob (N) Titu Thomas, A
Library Development of Library and Learning Resources, Library Automation, Digital Library, Inflight, N-List	Sr. Biji M.P (N.) Vasudevan Nam Sumanmol Vargh Alphonsa K.Joy
Stake holders Feedback from students, alumni, parents employers and academic peers. Student support, Remedial teaching, scholarships and Grants, Placement, Progression towards higher studies and placement, mentoring, counselling, medical aid, poor aid, student council activities, Participation in sports and cultural activities, Engagement of alumni and parents, grievance redressal, Anti-Ragging	Georgy Neerna A.J. Emmanuel, Seethalakshmi V Shaimon Joseph Abraham, Abi Jaiby Cyriac, L Deepthi Joseph
Ecology and Innovation Environmental protection, campus beautification, Energy Auditing, Green Practices, Waste management, Rain water harvesting, naming of trees and plants, apiculture, organic farming, best practices	Gigi K. Josepl Nibu Thomson Elizabeth Geor Maria Thomas
Staff Welfare of Teaching and Non teaching Staff, Faculty Empowerment, Community building, Training to TS & NTS	Shija Paul P. Julia Emmanu Neena Thoma
Governance and Finance Mission and Vision, Organisational structure, Budgetary allocations, Statement of income and expenditure, utilisation certificates	Sr. Tessa Jos Shiny Mathe Joseph, Sr. Ji Prince Samu
Social Justice Women Empowerment, SC/ST Development, facilities for women and differently abled, Institutional and social responsibilities, Prevention of sexual harassment	Suja C (N.O) Mercyamma Ani Kurian, Kurian
Publication Publication of brochure, newsletters, handouts, student charter, institutional code of conduct for students	Amstrong S Ajomy Mar Saneesh, M



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No:.....

Date:.....

NOTICE

The meeting of the IQAC is scheduled to be held at 3.30 p. m on 20th October 2017
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. Dr. James Mathew , Vice Chairman
3. Dr. Suby Baby ., Co-ordinator
4. Fr. Francis Kannadan , Management Representative
5. Prof. Jose Karikunnel, Management Representative
6. Fr. Abraham Niravathinal, Management Representative
4. Dr. J Georgi Neernal , Faculty Representative
5. Sr. Dr. Tessa Joseph, Faculty Representative
7. Dr. T M Jacob , Faculty Representative
8. Ms. Shija Paul, Faculty Representative
9. Dr. Thomas Varghese, Faculty Representative
10. Sri. Philip Augustine, Faculty Representative
11. Dr. George James T., Faculty Representative
12. Sr. (Dr) Biji M P, Faculty Representative
13. Dr Suja C, Faculty Representative
14. Dr. Armstrong Sebastian, Faculty Representative
15. Sri. Saji Joseph, Faculty Representative
16. Dr. Gigi K Joseph, Faculty Representative
17. Dr. Nibu Thomson, Faculty Representative
18. Dr. Vinod K.V., Faculty Representative
19. Mr. Shaimon Joseph. , Faculty Representative

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1. Resolutions & Recommendations
Principal commenced the meeting by stressing the need

of ^{usage of} ICT Tools in teaching-learning process

2. Initiation of lecture capturing system was recommended.
3. Principal suggested avoidance of plastic cups, bottles, bins from the campus there by promoting ecology forces. Paper ~~print~~ print and cloth print (banner) for programmes.
4. Principal requested the ^{cooperation} of all the departments for stock audit.
5. Principal also reminded the movement of all the books from the department to the library.
6. Requirement of projector in BCA lab was identified.
7. Need for a Seminar Hall with projector for Malayalam dept, Hindi dept and Communicative English dept was identified.

Meeting wound up by 4.40 p.m

Chairman, IQAC

Coordinator, IQAC

Dr. T. M. Joseph



Dr. Saby Baby

PRINCIPAL
NIRMALA COLLEGE
NUVATTUPUZHA

Minutes of IQAC meeting held on 30th October 2017, at 2.45 p.m

1. Dr. T. M. Joseph
2. Prof. Jose Konikunnel.
3. Dr. Sh. Biji M.P
4. T.M. Jacob
5. J. B. Samish
6. Deepthi Joseph
7. Dinu Dennis
8. Prince Samuel Joseph
9. Matthews. K. Manayana
10. Dr. Thomas Varghese
11. Joice Jolly
12. Saji Joseph
13. Aby Thomas
14. Raison J Mathias
15. Dr. George James S
16. Fr. Francis Kamalau
17. Sujac
18. Poethy George
19. Dr. Julij Emmanuel
20. Dr. Sr. Ruby Joseph
21. Dr. Johnny Scaris
22. Titu Thomas
23. Dr. Biji S. Joseph
24. Dr. S. Georgi Nirmal
25. Dr. Acee Kuevan
26. Abel Babu

Handwritten signatures and initials corresponding to the list members, including names like T.M. Joseph, Prof. Jose Konikunnel, etc.

Meeting started at 2.45 p.m with a silent prayer. 25 members were present.

Resolutions & Recommendations.

1. Principal opened up the discussion by announcing the schedule of internal audit on 6th and 10th of

November 2017. The internal audit will be conducted considering the new guidelines of NAAC. The team consists of a NAAC peer team member, Manager, higher educational secretary, diocese of Kothamangalam, Principal and IQAC Coordinator.

2. Principal also mentioned the need of a powerpoint presentation highlighting the strong points of each department. Mock visit team would spend 30 minutes in each department.
3. Placement and progression of students should be supported by offer letters in case of placement and identity cards in case of Higher studies.
4. Collaboration or linkages should be supported by MoUs.
5. Principal also mentioned that a review meeting similar to exit meeting of NAAC will be held on 10th November 2017.
6. Publications should be highlighted in the powerpoint.
7. Website updation and active usage of ICT tools was also mentioned in the meeting.
8. A checklist of the documents were given for Mock visit.

**INTERNAL QUALITY ASSURANCE CELL
NIRMALA COLLEGE MUVATTUPUZHA
IV CYCLE OF NAAC ACCREDITATION
FILES TO BE PREPARED BY THE DEPARTMENTS**

Principal

CURRICULAR ASPECTS (100)

- 1.1.3 Participation in various bodies of the Universities/ Autonomous colleges/ Other colleges such as BoS and Academic Council (2013-2017).
- 1.2.1 New courses introduced (2013-2017).
- 1.2.3 Enrolment in Certificate/ Add-on Courses
- 1.3.3 Students participation in field trips and internships
- 1.4.1 Feedback from different stakeholders (students, teachers, employers, alumni, parents) (2013-2017).

TEACHING, LEARNING AND EVALUATION (350)

- 2.1.1 Students enrolment details (Year wise and Programme wise)
- 2.1.3 Student enrolment from SC, ST category, (Year wise and Programme wise.)
- 2.2.1 Special programmes for Advanced learners and Slow learners.
- 2.3.3 Mentoring and Academic Counselling
- 2.4.4 Awards and recognition by teachers
- 2.5.3 Grievance Redressal Cell
- 2.6.3 Result

III. RESEARCH, INNOVATIONS AND EXTENSION (120)

- 3.1.1 Research grants from Non-Govt. Agencies
- 3.1.2 Research guideship
- 3.1.3 Research projects from Govt. Agencies
- 3.2.2 Workshops/ Seminars organised
- 3.3.2 Ph.D. Awarded
- 3.3.4 & 3.3.5 Publication of Research papers in Journals, Books - proceedings
- 3.4.1 to 3.4.4 Extension Activities
- 3.5.1 to 3.5.2 Linkages and Collaborations



9. A schedule of Mock visit was also prepared.

Meeting wound up by 5 pm

Coordinator

Chairman, IQAC

Coordinator, IQAC

Dr. T. M. Joseph

PRINCIPAL
NIRMALA COLLEGE
MUVATTUPUZHA



Dr. Seby Baby

INTERNAL QUALITY ASSURANCE CELL
INTERNAL ACADEMIC AUDITING
06 & 10 NOVEMBER 2017

TEAM:

Rev. Msgr. Dr. CHERIAN KANJIRAKOMBIL (CHAIRMAN)
Rev. Dr. GEORGE THANATHUPARAMBIL (SECRETARY)
Rev. Dr. GILSON JOHN (NAAC PEER TEAM MEMBER)

SCHEDULE

Date : 06 November 2017

9.15 a.m.	: Reception
9.20 a.m.	: Interaction with the Principal & IQAC
9.30 a.m.	: Zoology
10.00 a.m.	: Physics
10.30 a.m.	: Economics
11.00 a.m.	: Botany
11.30 a.m.	: English & Communicative English
12.00 noon	: Commerce (Regular)
12.30 p.m.	: Maths (Regular & S.F)
01.00 p.m.	: Lunch
02.00 p.m.	: Chemistry
02.30 p.m.	: Hindi
02.55 p.m.	: Yoga Centre
03.00 p.m.	: Statistics
03.30 p.m.	: Malayalam
04.00 p.m.	: Computer Science (BCA & MCA)
04.30 p.m.	: MCA Library
04.40 p.m.	: Civil Service Academy
04.45 p.m.	: Tea

Date : 10 November 2017

11.00 a.m.	: Management Studies (MHRM & Tourism)
11.30 a.m.	: Commerce (S.F)
11.50 a.m.	: Jeeva Jyothi Hostel
12.00 noon	: Library
12.10 p.m.	: Nirmala Academic & research Publications (NARP)
12.15 p.m.	: Health Club
12.20 p.m.	: Research Development Cell
12.25 p.m.	: Canteen
12.30 p.m.	: Physical Education & Sports Hostel
12.50 p.m.	: Little Flower Hostel
01.00 p.m.	: Lunch
01.50 p.m.	: Office
02.00 p.m.	: NSS
02.20 p.m.	: NCC
02.40 p.m.	: Co-operative Society
02.50 p.m.	: Centre for Women Empowerment
03.00 p.m.	: Placement Cell
03.10 p.m.	: IGNOU
03.20 p.m.	: Botanical Garden / Mushroom Farm
03.30 p.m.	: Staff Meeting
04.30 p.m.	: Tea





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)



NOTICE

The meeting of the IQAC is scheduled to be held at 3.30 p. m on 3rd November 2017 in the Conference Hall. All members are requested to kindly make it convenient to attend.

Members

1. Dr. T M Joseph , Chairman
2. Dr. James Mathew , Vice Chairman
3. Dr. Suby Baby ., Co-ordinator
4. Fr. Francis Kannadan , Management Representative
5. Prof. Jose Karikunnel, Management Representative
6. Fr. Abraham Niravathinal, Management Representative
4. Dr. J Georgi Neernal , Faculty Representative
5. Sr. Dr. Tessa Joseph, Faculty Representative
7. Dr. T M Jacob , Faculty Representative
8. Ms. Shija Paul, Faculty Representative
9. Dr. Thomas Varghese, Faculty Representative
10. Sri. Philip Augustine, Faculty Representative
11. Dr. George James T., Faculty Representative
12. Sr. (Dr) Biji M P, Faculty Representative
13. Dr Suja C, Faculty Representative
14. Dr. Amstrong Sebastian, Faculty Representative
15. Sri. Saji Joseph, Faculty Representative
16. Dr. Gigi K Joseph, Faculty Representative
17. Dr. Nibu Thomson, Faculty Representative
18. Dr. Vinod K.V., Faculty Representative

Dr. T M Joseph
Principal

Ph 0485 - 2832361 (Office) | 0485 - 2836300 (Principal) | 0485 - 2834689 (Bursar) | Fax: 0485 - 2836300
Website: www.nirmalacollege.ac.in | E-mail: nirmalacollege@gmail.com

Resolutions & Recommendations.

1. Principal unwrapped the meeting by reminding the mock visit scheduled on 6th Nov & 10th November 2017. The progress of preparation of files of each department was evaluated.
2. Internal examination for 1st DC & TPGA were rescheduled on 7th and 8th Nov due to mock visit. Principal also exhorted not to compromise classes, and classes should be arranged accordingly.
3. Principal also requested the presence of all the faculties in their respective departments, during the visit.
4. Principal delineated the mock visit schedule from reception till exit meeting. A guard of honour by N.C.C band from NEST and receiving them by giving a bouque was entrusted with Dr. Johnny Scaria. Dr. Mathachon Pathiyil was entrusted with route management, food and refreshments by zoology dept under the leadership of Dilmol Varghese and technical support by Dr. George James and Dr. T. M. Jacob was demanded by the principal.
5. Principal appreciated statistics department for grabbing all the ranks except 3rd rank. He also appreciated zoology department for grabbing 1st, 4th and 5th position for NSA statistics.

Meeting wound up by 4:30 p.m.

Chairman, IQAC

Dr. T. M. Joseph
PRINCIPAL
NIRMALA COLLEGE

Coordinator, IQAC

Dr. Suby Bobby





NIRMALA COLLEGE

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No. _____

NOTICE

Date _____

The meeting of the IQAC is scheduled to be held at 3.30 p. m on 6th December 2017 in the Conference Hall. All members are requested to kindly make it convenient to attend.

Members

1. Dr. T M Joseph , Chairman
2. Dr. James Mathew , Vice Chairman
3. Dr. Suby Baby , Co-ordinator
4. Fr. Francis Kannadan , Management Representative
5. Prof. Jose Karikunnel, Management Representative
6. Fr. Abraham Niravathinal, Management Representative
4. Dr. J Georgi Neernal , Faculty Representative
5. Sr. Dr. Tessy Joseph, Faculty Representative
7. Dr. T M Jacob , Faculty Representative
8. Ms. Shija Paul, Faculty Representative
9. Dr. Thomas Varghese, Faculty Representative
10. Sri. Philip Augustine, Faculty Representative
11. Dr. George James T., Faculty Representative
12. Sr. (Dr) Biji M P, Faculty Representative
13. Dr Suja C, Faculty Representative
14. Dr. Armstrong Sebastian, Faculty Representative
15. Sri. Saji Joseph, Faculty Representative
16. Dr. Gigi K Joseph, Faculty Representative
17. Dr. Nibu Thomson, Faculty Representative
18. Dr. Vinod K.V., Faculty Representative
19. Mr. Shaimon Joseph. , Faculty Representative

Dr. T M Joseph
Principal

33

61

Meeting started at 2:30 p.m with 28 members

Resolutions and Recommendations

1. Principal opened up the meeting by pointing out the need of website updation
2. Principal appreciated the smooth and conduct of mock visit and read out the findings.
3. Principal suggested incorporation of achievements of faculty too in the powerpoint presentation.

Chairman, IQAC

Coordinator, IQAC

Dr. T.M. Joseph

IQAC Dr. Suby Baby

PRINCIPAL
NIRMALA COLLEGE
MUVATTUPUZHA



Minutes of IQAC core committee meeting held
14th December 2017 at 10.30 a.m

- | | | |
|-----|-----------------------|--|
| 1. | Dr. T. M. Joseph | |
| 2. | Prof. Jose Karikunnel | |
| 3. | Fr. Francis Kannadan | |
| 4. | Dr. Sr. Biji M.P | |
| 5. | Suja C | |
| 6. | J Georgi Neernal | |
| 7. | N. Shibu Mohanan | |
| 8. | Dr. Thomas Varghese | |
| 9. | Dr. James Mathew | |
| 10. | T.M. Jacob | |
| 11. | Dr. Gigi K Joseph | |
| 12. | Dr. George James T. | |
| 13. | Philip Augustine | |
| 14. | Dr. Suby Baby | |

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Dr

14 members Meeting started at 10:30 a.m with

Resolutions and Recommendations

1. Principal opened up the meeting by evaluating the progress each center.
2. A detailed discussion of the all metrics was made.

Meeting wound up by 12 pm

Chairman, IQAC
Dr. T.M. Joseph
Coordinator, IQAC



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No:.....

Date.....

NOTICE


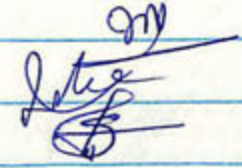
The meeting of the IQAC is scheduled to be held at 10.30 a.m on 14th December 2017 in the Conference Hall. All members are requested to kindly make it convenient to attend.

Dr. T M Joseph
Principal

Members

1. Dr. T M Joseph , Chairman
2. Dr. James Mathew , Vice Chairman
3. Dr. Suby Baby , Co-ordinator
4. Fr. Francis Kannadan , Management Representative
5. Prof. Jose Karikunnel, Management Representative
6. Fr. Abraham Niravathinal, Management Representative
4. Dr. J Georgi Neernal , Faculty Representative
5. Sr. Dr. Tessa Joseph, Faculty Representative
7. Dr. T M Jacob , Faculty Representative
8. Ms. Shija Paul, Faculty Representative
9. Dr. Thomas Varghese, Faculty Representative
10. Sri. Philip Augustine, Faculty Representative
11. Dr. George James T., Faculty Representative
12. Sr. (Dr) Biji M P, Faculty Representative
13. Dr Suja C, Faculty Representative
14. Dr. Armstrong Sebastian, Faculty Representative
15. Sri. Saji Joseph, Faculty Representative
16. Dr. Gigi K Joseph, Faculty Representative
17. Dr. Nibu Thomson, Faculty Representative
18. Dr. Vinod K.V., Faculty Representative

Minutes of IQAC core committee held on 16th December 2017 at 11:50 a.m

- 1. Dr. T. M. Joseph 
- 2. Prof. Jose Konkunnel
- 3. Fr. ~~Thomas~~ ^{Francis} Konnedan
- 4. T.M. Jacob
- 5. Dr. James Mathew 
- 6. Dr. Suby Baby
- 7. Dr. Sr. Tessa Joseph
- 8. Dr. George C.
- 9. ~~Passer~~

Meeting started at 11:50 a.m with 8 members.

Resolutions and Recommendations

- 1. A detailed discussion of all the metrics of Criteria VI and Criteria V was made.
- 2. A schedule of presentation of reports of Criteria VI and Criteria V was announced.

Meeting wound up by 1 p.m.

Chairman, IQAC

Co-ordinator, IQAC



Dr. T.M. Joseph

Dr. Suby Baby







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NOTICE

The meeting of the IQAC is scheduled to be held at 11.45 a.m on 19th December 2017 in the Conference Hall. All members are requested to kindly make it convenient to attend.

Members

1. Dr. T M Joseph , Chairman
2. Dr. James Mathew , Vice Chairman
3. Dr. Suby Baby , Co-ordinator
4. Fr. Francis Kannadan , Management Representative
5. Prof. Jose Karikunnel, Management Representative
6. Fr. Abraham Niravathinal, Management Representative
4. Dr. J Georgi Neernal , Faculty Representative
5. Sr. Dr. Tessa Joseph, Faculty Representative
7. Dr. T M Jacob , Faculty Representative
8. Ms. Shija Paul, Faculty Representative
9. Dr. Thomas Varghese, Faculty Representative
10. Sri. Philip Augustine, Faculty Representative
11. Dr. George James T., Faculty Representative
2. Sr. (Dr) Biji M P, Faculty Representative
3. Dr Suja C, Faculty Representative
- Dr. Armstrong Sebastian, Faculty Representative
- Sri. Saji Joseph, Faculty Representative
- Dr. Gigi K Joseph, Faculty Representative
- Dr. Nibu Thomson, Faculty Representative
- Vinod K.V., Faculty Representative

Dr. T M Joseph
Principal

2832361 (Office) | 0485 - 2836300 (Principal) | 0485 - 2834689 (Bursar) | Fax: 0485 - 2836300
Website: www.nirmalacollege.ac.in | E-mail: nirmalacollege@gmail.com

1. Principal unwrapped the meeting by mentioning the need of strengthening the industry - institution linkage.
2. The need for reviving peer teaching, remedial teaching for slow learners
3. The need for strengthening NWS, bridge courses was mentioned.
4. Strengthening of incubation centre was mentioned.
5. Strengthening of ICT tools was mentioned.
6. Initiation of more alumni lecture series was mentioned.
7. Instant sms alerts to parents on the status of student attendance in the class should be reinstated.
8. Functioning of grievance redressal mechanism was evaluated.
9. Adherence to academic calendar was ensured.

Meeting wound up by 1 p.m.

Chairman, IQAC

Dr. T.M. Joseph

Coordinator, IQAC

Dr. Suby Baby

Minutes of IGAC core committee meeting held on
9th December 2018 at 11:45 pm

1. Dr. T. M. Joseph
2. Jose Konkunnel
3. Fr. Justin Kannadan
4. Dr. Suby Baby
5. Dr. Thomas Vipharian
6. Dr. George James. J
7. Dr. T.M. Jacob
8. Dr. Liji K Jayson
9. Dr. Mathew Palthayil
10. Dr. Sr. Liji M.P.
11. P. Shija Paul
12. Sujia C
13. Abin Wilson
14. Armstrong Sebastian
15. Dr. James Mathew
16. Dr. J. George Neermal
17. Dr. Sr. Terry Joseph
18. Armstrong Sebastian

Meeting started at 11:45 p.m.

1. Principal opened up the meeting by pointing out the need of effective Redressal Mechanisms for exam related grievances
2. Feedback collected was analysed and forwarded to Governing body
3. Strengthening bridge courses was mentioned

4. Upgradation of Bandwidth of internet connectivity from 15 mps to 35-50 mps was mentioned.
5. Efficient conduct of lecture capturing system was mentioned.
6. Well maintenance of stock register was suggested.
7. Conduct of rego alumni was suggested.
8. The need of advancement of fund by the management to guest faculty to bridge the time lag between sanction and disbursement of salary was suggested and was forwarded to the welfare committee.

Meeting wound up by 11 p.m

Chairman, IGAC

Co-ordinator, IGAC

Dr. Suby Baby

Minutes of IQAC committee meeting held on 11th December 2018 at 11.45 [Core Committee]

- 1. Dr. T.M. Joseph
- 2. Prof Jose Kondeenral
- 3. Fr. Justin Kannadan
- 4. Amstony Sebastian
- 5. Dr. Gigi K Joseph
- 6. T.M. Jacob
- 7. Dr. Thomas Varghese
- 8. Dr. Sr. Pessy Joseph
- 9. Dr. Jambu Nathan
- 10. Dr. John Scaris
- 11. J. George
- 12. Dr. George James I
- 13. Sujac
- 14. Dr. Suby Boby

Meeting started at 11.45 am with 14 members.

Resolutions and Recommendations

- 1. Principal initiated the meeting by discussing the strategic planning, and strategic initiative for SSR preparation
- 2. Clarifications regarding entry in SSR was done.
- 3. A task force for SSR preparation was formed.
- 4. Deadline for SSR preparation was decided [12/1/18]

Meeting wound up by 1.30 pm
Chairman, IQAC
Coordinator, IQAC

Dr. T.M. Joseph



Dr. Suby Boby

Minutes of ICAC meeting held on 15th January 2018 at 11:45 a.m [con commettee]

- 1. Dr. T. M. Joseph
- 2. Dr. Suby Baby
- 3. Prof. Jose Konikunnel
- 4. Dr. James Mathew
- 5. Dr. Sr. Biji M.P
- 6. Dr. Johny Scora
- 7. Dr. T. M. Jacob
- 8. Prof. Saji Joseph
- 9. Prof. Philip Augustine
- 10. Philip Augustine
- 11. Dr. George James
- 12. Dr. Johny Scora
- 13. Saji Joseph
- 14. T.M. Jacob
- 15. Dr. Sr. Tessa Joseph
- 16. Fr. James Kannadan
- 17. J George Nirmal
- 18. Amikony Sebastian

Meeting started at 11:45 a.m with 18 members

Resolutions & Recommendations

- 1. Principal unwrapped the meeting by evaluating the progress of SSR preparation.
- 2. Website updation was suggested
- 3. Evidences to be uploaded were discussed in the meeting.

- 4. An analysis of the green audit report was made.
- 5. It was decided to conduct a talk on water management, waste management, energy audit and carbon footprint on 16th January 2018.
- 6. A manual of research was suggested to publish.

Chairman, ICAC

Coordinator, ICAC

Dr. T. M. Joseph

Dr. Suby Baby

PRINCIPAL
NIRMALA COLLEGE
MUVATTUPUZHA



Minutes of ICAC meeting held on 16th January 2011 at 10.30 am

- 1. Dr. Jalmay Scaria
- 2. Mr. Sr. Biji M.P.
- 3. Ambly Elizabeth George
- 4. Jany Cyrae
- 5. Dr. Sr. Tessa Joseph
- 6. DR. NIBU THOMSON
- 7. Dr. N. Shibil Mohanan
- 8. Dr. George James's
- 9. Dr. Mathaiah Pallath
- 10. Dr. T.M. Jacob
- 11. Titu Thomas
- 12. Biji Peter
- 13. Seema Joseph
- 14. Jose Ravikuland
- 15. Fr. Justin K. Kurukose
- 16. T.M. Joseph
- 17. Shaimon Joseph
- 18. Neelam K. Maneyani
- 19. Sandhya Sebastian III P
- 20. Lorain Thomas III P
- 21. Nilouby Alias
- 22. Aniet Pomy
- 23. Minu Mary Francis
- 24. Aiswarya V. III P
- 25. Ayana Ayyappan III P
- 26. Anaswara Sabu III P
- 27. Anjali Sunny III P
- 28. Anjali Vijayan III P
- 29. Aiswarya Nair III P
- 30. Chithra Aloysius III P
- 31. Avena Abee Varghese III P

- 32. Thomaskutty m.v III C Thomas
- 33. Jacob Sunny III C Jaid's
- 34. Alisha Ann Mary George III C
- 35. Ashna Chacko III C
- 36. Denson Dominic III C
- 37. Bachi Sebastian III C
- 38. Jordy George III C
- 39. Jithin P. Thankappan III C
- 40. Greeshma Shaji III Z
- 41. Rose Mary Jose III Z
- 42. Agnes T. Sebastian III Z
- 44. Abhikansi C Nair III Z
- 45. Dormila Antony III Z
- 47. Anyana K. Ayyapan III Z
- 48. Aruna Mathew III Z
- 49. Babykrishna PK III Z
- 50. Leelha Rose Mathav III Z
- 51. Merin Francis III Z
- 52. Aparna Raj.c III P.V
- 53. Anusree S. Nair III P.V
- 54. Kiran J Dany III P.V
- 55. Sabreen S. Basheer III P.V
- 56. Mohamed Fayyaz.c III B
- 57. Mathew Thomas III B
- 58. Amal.c.M III B
- 59. Sandeep TS (Nss) II BA
- 60. Aparna Suresh (Nss) II E
- 61. Anurutha CS (Nss) II H
- 62. Ananthakrishnan PS (Nss) II K
- 63. Mariya Saju (Nss) II Z
- 64. Sree Lakshmi KS (Nss) II Z
- 65. Caroliza Theresse (Nss) II M
- 66. Anjo Jenus (Nss) II M

67.	Chengina Sabu (NSS)	II PV	Chengina Sabu
68.	Aparna Ashok (NSS)	II L	Aparna Ashok
69.	Gokul Prasad (NSS)	II K	Gokul Prasad
70.	Ashna Sunny	III B	Ashna Sunny
71.	Aaranyamol Balan	II B	Aaranyamol Balan
72.	Anjana Subash	"	Anjana Subash
73.	Maheswari G. Thoppil	"	Maheswari G. Thoppil
73.	Anjana Sen	"	Anjana Sen
74.	Salini Sivan	"	Salini Sivan
75.	Ajisha Binu	"	Ajisha Binu
76.	Aneesha Subaie	"	Aneesha Subaie
77.	Thushara. Ramakrishnan	"	Thushara. Ramakrishnan
78.	Ashna P. Saloni	"	Ashna P. Saloni
79.	Dooniya Johnson	"	Dooniya Johnson
80.	Jathima Muhammed	"	Jathima Muhammed
81.	Anns Mary Mathew	"	Anns Mary Mathew
82.	Juby Baby	III B	Juby Baby
83.	Hilda Jose	"	Hilda Jose
84.	Nimmy John	"	Nimmy John
85.	Sreeya Sajon	"	Sreeya Sajon
86.	Aleena Joy	"	Aleena Joy
87.	Arhil KK	"	Arhil KK
88.	AMAL Raj K	III PV	AMAL Raj K
89.	MAHESH M	III PV	MAHESH M
90.	Sreeram N. Suresh	III PV	Sreeram N. Suresh
91.	Sidharth M	III PV	Sidharth M
92.	Nidhin P Ravi	III PV	Nidhin P Ravi
93.	Rashmy Roy	III PV	Rashmy Roy
94.	Chirra Maria Baby	III C	Chirra Maria Baby
95.	Delra Elizabeth Baby	III C	Delra Elizabeth Baby
96.	Kartha J	III C	Kartha J

Meeting started at 10.35am with 96 members.

Resolutions and Recommendations

1. Principal introduced C.A. Joy, to the members
2. A talk regarding the current status of the college with regard to green audit, water audit, waste audit, energy audit and carbon foot print
3. Sustainable mode of waste management was suggested.

Meeting wound up by 1 p.m.

Chairman, IQAC

Coordinator, IQAC

T. Joseph
Dr. T.M. Joseph

Sreya Baby
Dr. Sreya Baby

PRINCIPAL
NIRMALA COLLEGE
MUVATTUPUZHA



Minutes of IQAC committee of Criteria I held on 17th January 2018 at 3:30 pm

- Dr. T.M. Joseph
- Dr. Suby Baby
- Saji Joseph
- Sudheesh P Thakkeppan
- Apsara Francis
- Messa Rose Joseph
- Alphonsa K. Joy
- Dr. Juliya Emmanuel
- Fr. Francis Michael

Typp

Meeting started at 3:30 pm with a silent prayer.

Resolution & Recommendation

1. Principal unwrapped the meeting by detailing each and every points in the 85% format specifically Criteria I
2. Qualitative matters were evaluated.
3. A very critical evaluation of documents collected was made.

Meeting wound up by 5 pm.

Chairman, IQAC

Coordinator, IQAC

Dr. Typp

Dr. Suby Baby

PRINCIPAL NIRMALA COLLEGE MUVATTUPUZHA



Minutes of IQAC committee of Criteria II held on 18th January 2018 at 3:30 pm

1. Dr. T.M. Joseph
2. Dr. James Mathew
3. Dr. Mathyachan Pattaril
4. Dr. Grega. CR
5. Seema Joseph
6. Dr. V P Raju
7. Alphonsa Jose
8. Dr. St. Biju M.P
9. Deepa Abraham
10. NIBU THOMSON
11. Dr. Suby Baby

Typp
mbj
Seema
V P Raju
Alphonsa Jose
St. Biju M.P
Deepa Abraham
NIBU Thomson

Meeting started at 3:30 pm with 11 members.

Principal evaluated the progress of template preparation. Meeting wound up by 4:30 pm

Chairman, IQAC

Coordinator, IQAC

Dr. T.M. Joseph

Dr. Suby Baby

PRINCIPAL NIRMALA COLLEGE MUVATTUPUZHA



1. Dr. T.M. Joseph
2. Dr. Thomas Varghese
3. Dr. Armstrong Sebastian
4. Dr. Jollis Kulhanapillil
5. Mr. Abin Wilson
6. Dr. Mann e. Skaria
7. Aloysius Jahn N
10. Manoj Jinn
11. Dr. Suby Baby

Jha
drl
Jollis
Mr. Abin Wilson
Aloysius
Manoj Jinn

Meeting started at 4:30 pm with 11 members. A detailed evaluation of the template was done by the Principal. Meeting wound up by 5:30 pm

Chairman, IQAC

Coordinator, IQAC

Dr. T.M. Joseph

Dr. Suby Baby

PRINCIPAL NIRMALA COLLEGE MUVATTUPUZHA



Minutes of IOAC Core Committee Meeting held on 19th January 2018 at 10:30 am

- 1. Dr. T. M. Joseph
- 2. Prof. Joe Kankunnel
- 3. Dr. James Mathew
- 4. Dr. Mathachan Pattindal
- 5. Dr. Johnny Scurra
- 6. Saj. Joseph
- 7. Dr. T. M. Jacob
- 8. Dr. Thomas Varghese
- 9. Dr. George James J
- 10. Philip Augustine
- 11. J. George Neelmal
- 12. Dr. Sr. Biji M.P.
- 13. Dr. Armstrong Sebastian
- 14. Dr. Suby Baby

Meeting started at 10:30 a.m.

An evaluation of the progress of SSR preparation was analysed.

Meeting wound up by 1 p.m.

Chairman, IOAC

Dr. T. M. Joseph

PRINCIPAL
NIRMALA COLLEGE
MUVATTUPUZHA



Coordinator, IOAC

Dr. Suby Baby

Minutes of IOAC Core Committee meeting held on 11:45 am for Co-tena IV

- 1. Dr. T. M. Joseph
- 2. Dr. Suby Baby
- 3. Dr. George James J
- 4. Arun Leo Augustine
- 5. John Jay
- 6. Jasmine Mary P-J
- 7. Dr. Neerada Maria kusias
- 8. N. Shibilin Mohanan
- 9. Vasudevan Nambroothin K. R.
- 10. Philip Augustine

Meeting started at 11:45 a.m.

An evaluation of the progress of SSR preparation was analysed and detailed analysis of each and every matrices was made.

Meeting wound up by 1 p.m.

Chairman, IOAC

Dr. T. M. Joseph

PRINCIPAL
NIRMALA COLLEGE
MUVATTUPUZHA



Coordinator, IOAC

Dr. Suby Baby

Minutes of IQAC committee (Criteria V) meeting held on 19th January 2018 at 3.40 p.m.

- 1. Dr. T. M. Joseph
- 2. Dr. Seby Baby
- 3. AJ Emmanuel
- 4. Shaimon Joseph
- 5. Dr. Sambash
- 6. Liji George
- 7. Jaijy Lijai
- 8. Dr. Anu Kuzian
- 9. Sujac
- 10. S. George Neezal
- 11. Dr. Jacob Bha Kottakayam

Meeting started at 3.10 p.m. with 10 members of Criteria V.

- 1. Principal evaluated each and every member of Criteria V and gave suggestions
- 2. Incorporation of endowment awards in the SSR was suggested

Chairman, IQAC

Coordinator, IQAC

Dr. T. M. Joseph

Dr. Seby Baby

PRINCIPAL NIRMALA COLLEGE MUVATTUPUZHA



Minutes of IQAC Core Committee held on 24th January 2018 at 11.45 a.m.

- 1. Dr. T. M. Joseph
- 2. Jose Konkunnal
- 3. Fr. Francis Konnadon
- 4. Dr. Sr. Tessa Joseph
- 5. Sij Joseph
- 6. Dr. Liji & Joseph
- 7. Dr. Thomas Vuphere
- 8. Dr. T. M. Jacob
- 9. Dr. James Mathew
- 10. Philip Augustine
- 11. Dr. Sujac
- 12. S. George Neezal
- 13. Dr. George James T
- 14. Dr. Seby Baby

Meeting started at 11.45 a.m. with 14 members.

Resolutions & Recommendations

- 1. Principal evaluated the progress of SSR preparation
- 2. Principal opened up discussion regarding best practices to be highlighted.
- 3. Ensuring data collection regarding placement, progression and scholarship

Chairman, IQAC

Coordinator, IQAC

Dr. T. M. Joseph

Dr. Seby Baby

PRINCIPAL NIRMALA COLLEGE MUVATTUPUZHA



Minutes of IQAC Core Committee [Criteria - VI] meeting held on 29/1/17 at 3.30 p.m

- 1. Dr. T. M. Joseph
- 2. Prof Jose Konkunnal
- 3. Dinu Dennis
- 4. Prince Samuel Joseph
- 5. Joyce Jolly
- 6. Dr. Sr. Tessa Joseph
- 7. Julia Augustine
- 8. Ann Maria Thomas
- 9. Ambily Elizabeth Carey
- 10. Dr. Suby Baby
- 11. Ms. S.S. Biju M.P
- 12. Dr. Jacob John Kattakayam

Meeting started with 11 members.

Resolutions and Recommendations

- 1. An evaluation of progress of Criteria VI was made.
- 2. Principal suggested to upload the incentives given to teachers too in the respective matrices

Meeting wound up by 6 p.m

Chairman, IQAC

Coordinator, IQAC

Dr. T. M. Joseph

Dr. Suby Baby

PRINCIPAL
NIRMALA COLLEGE
MUVATTUPUZHA



Minutes of IQAC Core Committee [Criteria - I] meeting held on 30/1/17 at 3.30 p.m

- 1. Dr. T. M. Joseph
- 2. Prof Jose Konkunnal
- 3. Fr. Sesto Konkose
- 4. Siji Joseph
- 5. Alphonsa K. Joy
- 6. Apsara Francis
- 7. Meera Rose Joseph
- 8. Sudheesh P Thakappan
- 9. Suby Emmanuel
- 10. Dr. Suby Baby

Resolutions and Recommendations

Meeting started with 10 members

- 1. An evaluation of the quantitative matrices were made
- 2. A detailed interpretation of terminology in SSR pertaining to Criteria I was made.

Meeting wound up by 5.30 p.m

Chairman, IQAC

Coordinator, IQAC

Dr. T. M. Joseph

Dr. Suby Baby

PRINCIPAL
NIRMALA COLLEGE
MUVATTUPUZHA



Minutes of IQAC Core Committee meeting held on 21st January 2018 at 3.30 pm

- 1. Dr T. M. Joseph
- 2. Dr. C.M. Joy
- 3. Fr. Justin K. Kuriakose
- 4. Dr. Johnny Scaria
- 5. Dr. Jiji & Joseph
- 6. Dr. T.M. Jacob
- 7. Saji Joseph
- 8. Dr. Thomas Varghese
- 9. Philip Augustine
- 10. Dr. George James T
- 11. Dr. Sr. Tessa Joseph
- 12. Dr. Armstrong Sebastian
- 13. Jose Ravikulam
- 14. Dr. S. George Nilsen
- 15. Dr. Mathan Palani
- 16. Dr. Ruby Bobby
- 17. Dr. S.K. Biju M.P

Meeting started at 3.30 pm with 17 members.

- 1. A detailed analysis of every matrices were made.
- 2. Perfect documentation was demanded.
- 3. Feed back analysis of teachers, parents, alumni, students and employers were made.

- 4. Recommended to apply for UBA scheme.
- 5. Maintenance of vermicompost and biogas plant was demanded.
- 6. Promotion of startup was pointed out.
- 7. Development of examination app was suggested and entrusted with Dr. T.M. Jacob
- 8. Strengthening of capacity enhancement programmes was mentioned.
- 9. Adding up of additional events in sports was mentioned.
- 10. Maintenance of multi gym was suggested.
- 11. Initiation of more extension activities was suggested.

Meeting wound up by 5.30 p.m

Chairman, IQAC

Coordinator, IQAC

Dr. T.M. Joseph

Dr. Ruby Bobby



Minutes of IQAC core committee meeting held on 14th February 2018 at 3:30 pm

- 1. Dr. T. M. Joseph
- 2. Dr. James Mathew
- 3. T. M. Jacob
- 4. Dr. Thomas Vaphen
- 5. Dr. George James I
- 6. Dr. Sr. Biji M.P.
- 7. Dr. Mathan Pathanil
- 8. Saji Joseph
- 9. Philip Augustine
- 10. Dr. Biji de Joseph
- 11. Jose Karikkumal
- 12. Sujia C
- 13. P. Shija Paul
- 14. Armstrong Sebastian
- 15. Dr. Seby Baby

Meeting started at 3:30 pm with 15 members.

Resolutions and Recommendations

- 1. A detailed evaluation of all the criteria were made.
- 2. Ensuring maximum data inputs in all centers were suggested

Meeting wound up by 5:30 p.m.

Chairman, IQAC

Dr. T. M. Joseph
Principal
NIRMALA COLLEGE
MUVATTUPUZHA



Co-ordinator, IQAC

Dr. Seby Baby

Minutes of IQAC Core Committee meeting held on 15th February 2018 at 3:30 p.m

- 1. Dr. T. M. Joseph
- 2. Armstrong Sebastian
- 3. Dr. George James I
- 4. Sujia C
- 5. Santosh J
- 6. Dr. Sr. Biji M.P
- 7. T. M. Jacob
- 8. James Mathew
- 9. Dr. Biji de Joseph
- 10. Saji Joseph
- 11. Arjun S
- 12. Raison & Mathew
- 13. Dr. Thomas Vaphen
- 14. Dr. Seby Baby

Meeting started at 3:30 p.m with 14 members

Resolutions and Recommendations

- 1. Progress of SSR preparation was made.
- 2. Reinstating of 200 hour was mentioned.

Meeting wound up by 5 p.m

Principal
NIRMALA COLLEGE
MUVATTUPUZHA



Minutes of IQAC core committee held on 18th February 2018 at 11:30 a.m

- 1. Dr. T. M. Joseph
- 2. Prof. Jose Kozhikunnel
- 3. Dr. Subij Baby
- 4. Dr. Sh. Biji M.P.
- 5. Dr. Mathachan Pathiyal
- 6. Dr. T.M. Jacob
- 7. Dr. Sh. Tessa Joseph
- 8. Dr. James Mathew
- 9. ~~John Jose~~
- 10. ~~Ann Gera Augustine~~

T.M.J

J.P

mb

mb

J.P

Meeting started at 11:30 a.m with 8 members.

An evaluation of SSR preparation was made and necessary correction was suggested.

Meeting wound up by 2:30 a.m

Chairman, IQAC

Coordinator, IQAC

Dr T.M. Joseph
Principal
NIRMALA COLLEGE
MUVATTUPUZHA



Dr. Subij Baby

Minutes of IQAC Core Committee held on 19th February 2018 at 2:30 p.m

- 1. Dr. T. M. Joseph
- 2. Prof. Jose Kozhikunnel
- 3. Dr. Subij Baby
- 4. Dr. Sh. Biji M.P.
- 5. Dr. Sh. James Mathew
- 6. Prof. Saji Joseph
- 7. Dr. T.M. Jacob
- 8. Dr. Mathachan Pathiyal
- 9. P. Shija Paul
- 8. Sr. Terry Joseph

T.M.J

J.P

J.P

J.P

sm

mb

J.P

Meeting started at 2:30 p.m with 8 members.

An evaluation of SSR preparation was made

Meeting wound up by 4:30 p.m

Chairman, IQAC

Coordinator, IQAC

Dr T.M. Joseph

Dr. Dr. Subij Baby

T.M.J
Principal
NIRMALA COLLEGE
MUVATTUPUZHA



Minutes of IQAC meeting held on 20th February 2018 at 5:30pm

- 1. Rev. Dr. George Thenattuporambil
- 2. Dr. T.M. Joseph
- 3. Jose Karikkummal
- 4. T.M. Jacob
- 5. Dr. JOHNS SCARIA
- 6. Dr. James Mathew
- 7. Vidlin Jose
- 8. Shamin Joseph
- 9. Liji George
- 10. Lancy Lencoi
- 11. Sujac
- 12. Dion Dennis
- 13. Prince Samuel Jose
- 14. Julia Augustine
- 15. Dr. Sr. Biji M.P.
- 16. Dr. Suby Baby

[Handwritten signatures and initials corresponding to the list above]

Meeting started at 5:30 p.m with 16 members

- 1. Evaluation of the progress of SSR preparation was made for the meeting
- 2. Mock presentation of SSR data inputs was made.

Meeting wound up by 7:30 p.m

Chairman, IQAC

Coordinators, IQAC

Dr. T.M. Joseph
Principal
NIRMALA COLLEGE
MUTATTUPUZHA



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Minutes of IQAC meeting held on 21st February 2018 at 11:45am

- 1. Dr. T.M. Joseph
- 2. Dr. Suby Baby
- 3. Sujac
- 4. Sr. Tessy Joseph
- 5. Dr. George James
- 6. Dr. Biji K Joseph
- 7. Dr. Thomas Vaycher
- 8. Saji Joseph
- 9. T.M. Jacob
- 10. Dr. James Mathew
- 11. Dr. Mathadan Pattuppi
- 12. Prof. Jose Konkunnal
- 13. P. Shija Paul

[Handwritten signatures and initials corresponding to the list above]

Meeting started at 11:45 a.m with 13 members.

- 1. Detailed discussion of each and every criterion in all the seven criteria was made.
- 2. Detailed presentation of SSR was made.

Chairman, IQAC

Coordinator, IQAC

Dr. T.M. Joseph

Dr. Suby Baby

PRINCIPAL
NIRMALA COLLEGE
MUTATTUPUZHA



Minutes of IQAC Core committee (Part VI)
Held on 21st February 2018 at 4.30 p.m

- 1. Dr. T. m. Joseph
- 2. Prince Samuel Joseph
- 3. Ambily Elizabeth George
- 4. Sr. Terry Joseph
- 5. T.M. Jacob
- 6. Aneesh Sankar P.S.
- 7. Dinu Dennis
- 8. P. Shija Paul
- 9. Julia Augustine
- 10. Dr. Suby Baby

Meeting started at 4.30 p.m. with
10 members.
Resolutions and Recommendations

- 1. Inclusion of all professional development programmes for teaching and non teaching staff was suggested.
- 2. Inclusion of all the activities of HRDC should be included
- 3. An evaluation of the progress of SSR preparation was made

Meeting wound up by 7.30 p.m
Chairman, IQAC
Coordinator, IQAC

Dr. T. m. Joseph
Principal
Nirmala College
Muvattupuzha



Dr. Suby Baby

Minutes of IQAC core Committee & Scrutiny Committee
Held on 27th February at 3.45 p.m

- 1. Dr. Suby Baby
- 2. T.M. Jacob
- 3. Dr. Anthony Sebastian
- 4. Dr. James Mathew
- 5. Dr. Mathan Palathal
- 6. Dr. Sreya G.R.
- 7. Tifu Thomas
- 8. Dr. Giji & Joseph
- 9. Philip Augustine
- 10. Dinu Dennis
- 11. Dr. George James J
- 12. Dr. Thomas Varghese
- 13. Prince Samuel Joseph
- 14. Julia Augustine
- 15. Sr. Terry Joseph
- 16. P. Shija Paul
- 17. Fr. Justin K. Kurianose
- 18. Dr. Johny Sarda
- 19. Jose Karthunel
- 20. Siji Joseph
- 21. V. George Nunez

Meeting started at 3.45 p.m with 21
members.
Resolutions and Recommendations

- 1. Evaluation of SSR preparation was made.
- 2. Principal reminded that the last date of SSR submission was on 28th February 2018.

Meeting wound up by 7.30 p.m
Chairman, IQAC
Coordinator, IQAC

Dr. T. m. Joseph
Principal
Nirmala College
Muvattupuzha



Dr. Suby Baby

Minutes of ICAC Core Committee meeting held on 3/5/18 at 3pm

- 1. Dr. J. M. Joseph
- 2. Fr. Justin Konradon
- 3. Prof. Jose Konkunnal
- 4. T.M. Jacob
- 5. Sr. Terry Joseph
- 6. Dr. Sr. Biggi M.P
- 7. Dr. Suby Babu
- 8. Dr. Giji K. Joseph
- 9. Dr. Armstrong Sebastian
- 10. Dr. George James J
- 11. Dr. J. George Neeral
- 12. Dr. Jacob John Kattakayam

T.M. Joseph
 J.M.
 Xyagub
 G.P.
 etc
 J

Meeting started with 11 members at 3pm.

Resolutions and Recommendations

- 1. Principal opened up the discussion by pointing out the receipt of ^{recept.} stating proposed dates for peer team visit from NAAC. After the discussion following dates were suggested.
 - a) 26th-27th July 2018
 - 24th-25th July 2018
 - 30th-31st July 2018
- 2. Principal pointed out the need of innovation of Science labs and departments.
- 3. Principal suggested English department to

apply for research centre.

- 4. Principal reminded the preparation of Teachers' Diary, Academic Calendar, New letter before the opening of the new academic year.
 - 5. Principal suggested restructuring of Resume of the faculty. Principal entrusted Dr. T.M. Jacob of Dept of Statistics to monitor the teacher's profile.
 - 6. Achievements of teachers and students must be highlighted in the website.
 - 7. Principal suggested the immediate ^{need for} maintenance of herbar garden.
 - 8. Inhibition of aquaphonics was suggested
- Meeting wound up by 5pm.

Chairman, ICAC

Coordinator, ICAC

Dr. T.M. Joseph

Dr. Suby Babu

PRINCIPAL
NIRMALA COLLEGE
MUVATTUPUZHA

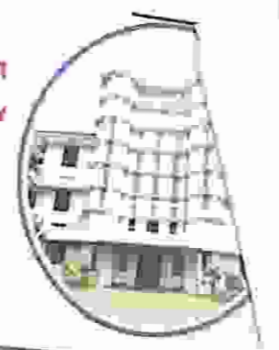




NIRMALA COLLEGE

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)



NOTICE

The meeting of the IQAC is scheduled to be held at 11.00 a.m on 25th May 2018 in the Conference Hall. All members are requested to kindly make it convenient to attend.

Agenda:- Proposed NAAC Visit

Dr. T.M. Joseph
Principal

Members

1. Dr. T M Joseph , Chairman
2. Dr. James Mathew , Vice Chairman
3. Dr. Suby Baby , Co- ordinator
4. Fr. Francis Kannadan , Management Representative
5. Prof. Jose Karikunnel, Management Representative
6. Fr. Abraham Niravathinal, Management Representative
7. Dr. J GeorgiNeermal , Faculty Representative
8. Sr. Dr. Tessy Joseph, Faculty Representative
9. Dr. T M Jacob , Faculty Representative
10. Ms. Shija Paul, Faculty Representative
11. Dr. Thomas Varghese, Faculty Representative
12. Sri. Philip Augustine, Faculty Representative
13. Dr. George James T., Faculty Representative
14. Sr. (Dr) Biji M P, Faculty Representative
15. Dr Suja C, Faculty Representative
16. Dr. Amstrong Sebastian, Faculty Representative
17. Sri. Saji Joseph, Faculty Representative
18. Dr. Gigi K Joseph, Faculty Representative
19. Dr. Nibu Thomson, Faculty Representative
20. Dr. Vinod K.V., Faculty Representative
21. Mr. Shaimon Joseph, Faculty Representative
22. Mr. Tittu Thomas, Faculty Representative

Dr. T.M. Joseph

Dr. Suby Baby

Minutes of IQAC Core Committee Meeting held on on 6/8/2018 at 2.45 pm

1. *Dr. T.M. Joseph*
2. *Fr. Justin Kannadan*
3. *Dr. James Mathew*
4. *Prince Samuel Joseph*
5. *Vasudevan Nambathuri K.R.*
6. *Abin Wilson*
7. *T.M. Jacob*
8. *Thomas Varghese*
9. *Dr. Gigi K Joseph*
10. *Dr. James Mathew*
11. *Dr. St. Biji M.P*
12. *Dr. Suby Baby*
13. *Suja C*
14. *Dr. Subya Emmanuel*
15. *Dr. George James T*
16. *Shaimon Joseph*
17. *Tittu Thomas*
18. *Saji Joseph*
19. *Amstrong Sebastian*
20. *Dr. Sr. Tessy Joseph*
21. *Philip Augustine*
22. *S. George Neermal*
23. *Dr. Johnny Scans*
24. *Diace Dennis*

1. Meeting started at 2.45 p.m with a silent prayer
2. Principal suggested the need for identifying and promoting studies for ^{for NAAC} NAAC
3. Principal reviewed the D.V.V clarification submitted to NAAC
4. Principal welcomed the new IQAC composition and welcomed the new vice principal Dr. James Mathew to the IQAC and also welcomed Prof. Jose Karikunnel to IQAC as management representative
5. Principal discussed the Recommended Remark by NAAC

Chairman - IQAC
Dr. T.M. Joseph

Co-ordinator, IQAC
Dr. Suby Baby



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)



Date.....

NOTICE

The meeting of the IQAC is scheduled to be held at 3.45 p.m on 12th June 2018 in the Conference Hall. All members are requested to kindly make it convenient to attend.

Agenda:- Proposed NAAC Visit

Dr. T M Joseph
Principal

Members

1. Dr. T M Joseph , Chairman
2. Dr. James Mathew , Vice Chairman
3. Dr. Suby Baby ., Co-ordinator
4. Fr. Francis Kannadan , Management Representative
5. Prof. Jose Karikunnel, Management Representative
6. Fr. Abraham Niravathinal, Management Representative
4. Dr. J GeorgiNeernal , Faculty Representative
5. Sr. Dr. Tessa Joseph, Faculty Representative
7. Dr. T M Jacob , Faculty Representative
8. Ms. Shija Paul, Faculty Representative
9. Dr. Thomas Varghese, Faculty Representative
10. Sri. Philip Augustine, Faculty Representative
11. Dr. George James T., Faculty Representative
12. Sr. (Dr) Biji M P, Faculty Representative
13. Dr Suja C, Faculty Representative
14. Dr. Armstrong Sebastian, Faculty Representative
15. Sri. Saji Joseph, Faculty Representative
16. Dr. Gigi K Joseph, Faculty Representative
17. Dr. Nibu Thomson, Faculty Representative
18. Dr. Vinod K.V., Faculty Representative
19. Mr. Shaimon Joseph. , Faculty Representative
20. Mr. Tittu Thomas, Faculty Representative

effectiveness. The committee and its members are:-

- (a) Infrastructure Development.
 - (i) Dr. George Neernal
 - (ii) Mr. Giji Joseph.
- (b) Campus Beautification
 - (i) Dr. Tessa Joseph
 - (ii) Sr. Noel Rose
 - (iii) Dr. Gigi-K. Joseph
- (c) Display
 - (i) Dr. Nibu Thomson
 - (ii) Mr. Shaimon Joseph
- (d) Equipment Maintenance
 - (i) Dr. George James
 - (ii) Dr. K.M. Jacob
 - (iii) Mr. Jobin Jose.
- (e) Library
 - (i) Dr. Thomas Varghese
 - (ii) Dr. Vasudhevan Nambudhri
- (f) Documentation and Publication
 - (i) Mr. Prince
 - (ii) Mr. Don Dennis
 - (iii) Dr. Vinod K.V.

Different committees were formed to ensure

3. Principal reminded the need of maintenance of bridges and vermi compost.
4. The need for planting more food plants and larvae plants in the butterfly garden was suggested.
5. Principal also pointed out the need of effective documentation of all the activities of the respective departments.

Meeting wound up by 5 p.m.

Chairman, IQAC

Coordinator, IQAC

Dr. T.M. Joseph

PRINCIPAL
NIRMALA COLLEGE
MUVATTUPUZHA



Dr. Suby Baby



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.....

NOTICE

The meeting of the IQAC is scheduled to be held at 3.45p.m on 19th July 2018 in the Conference Hall. All members are requested to kindly make it convenient to attend.

Dr. T.M. Joseph
Principal

Agenda:- Proposed NAAC Visit

Members

1. Dr. T M Joseph , Chairman
2. Dr. James Mathew , Vice Chairman
3. Dr. Suby Baby ., Co-ordinator
4. Fr. Francis Kannadan , Management Representative
5. Prof. Jose Karikunnel, Management Representative
6. Fr. Abraham Niravathinal, Management Representative
4. Dr. J Georgi Neernal , Faculty Representative
5. Sr. Dr. Tessa Joseph, Faculty Representative
7. Dr. T M Jacob , Faculty Representative
8. Ms. Shija Paul, Faculty Representative
9. Dr. Thomas Varghese, Faculty Representative
10. Sri. Philip Augustine, Faculty Representative
11. Dr. George James T., Faculty Representative
12. Sr. (Dr) Biji M P, Faculty Representative
13. Dr Suja C, Faculty Representative
14. Dr. Armstrong Sebastian, Faculty Representative
15. Sri. Saji Joseph, Faculty Representative
16. Dr. Gigi K Joseph, Faculty Representative
17. Dr. Nibu Thomson, Faculty Representative
18. Dr. Vinod K.V., Faculty Representative
19. Mr. Shaimon Joseph. , Faculty Representative
20. Mr. Tittu Thomas, Faculty Representative

0485 - 2832361 (Office); 0485 - 2836300 (Principal) 0485 - 2834689 (Bursar) Fax: 0485 - 2836300
Website www.nirmalacollege.ac.in E mail nirmalacollege@gmail.com

Approved

IQAC/NAAC ACCREDITATION

Format for the Preparation of Department Profile 2012-2018

1. Vision of the Department
2. Mission of the Department
3. Brief History of the Department (Not exceeding 500 words)
4. Brief Profile of the faculty
(Photo, Qualifications, No. of Publications, Patents, Citation Index, H. Index etc.)
5. No. of students from outside state/ country
6. No. of Teachers from outside state/ country
7. List of Teachers in the Boards of Studies
8. Awards won by the teachers
9. Research projects carried out by the faculty
10. Details of functional MoUs with external agencies
11. Collaborative research projects with industrial units and NGOs.
12. Details of funds mobilised by consultancy projects
13. Invited Lecturers delivered by faculty
14. Academic seminars organised by the department
15. Extension activities conducted by the department
16. List of Research guides in the department
17. No. of Ph.Ds awarded from the department
18. No. of Research scholars in the department
19. List of Research publications from the department
20. List of Major Electronic equipment in the department
21. No. of books & Electronic Resources in the library
22. Pass Percentage of students (2012-2018)
23. List of University Rank holders (2012-2018)
24. No. of students availed various scholarships (2012-2018)
25. Details of students paced in various jobs (2012-2018)
26. No. of students qualified competitive examinations like Civil Service, NET/S' GMAT etc. (2012-2018)
27. No of students proceeded to higher studies (2012-2018)
28. Details of students who won national and international awards (2012-2018) in a
29. No. of students benefited by coaching classes for competitive examinations (20
30. No. of students benefited by Remedial coaching (2012-2018)
31. No. of students benefited by mentoring (2012-2018)
32. No. of students benefited by vocational training (18)
33. No. of students benefited by internships and industrial visits
34. Details of funds mobilised from external sources
35. Details of funds mobilised through alumni contribution
36. Details of gender sensitive programmes initiated by the department.
37. Details of environment awareness programmes organised by the department
38. Details of innovative/ best practices initiated by the department
39. Specify any other achievements in the department
40. Future plan of the department

Minutes of IQAC meeting held on 2/8/2018 at 3.30 PM

1.	Dr. T.M. Joseph	T.M.J.
2.	Dr. James Matthew	James
3.	Fr. Francis Kennedon.	Fr. Francis
4.	Jose Kavithumel	Jose
5.	Dr. Johnny Seamus	Johny
6.	Dr. George Joseph	George
7.	Dr. T.M. Jacob	T.M. Jacob
8.	Sudheesh P. Thasleppan	Sudheesh
9.	Dinu Denis	Dinu
10.	Abin Wilson	Abin
11.	Dr. N. Shivan Mohanan	Dr. N. Shivan
12.	Dr. Rajesh Kumar B	Dr. Rajesh
13.	Tobias Jose	Tobias
14.	Dr. Vinod K.V.	Dr. Vinod
15.	Priscilla Samuel Joseph	Priscilla
16.	Anna Lisa Augustina	Anna Lisa
17.	Shaimon Joseph	Shaimon
18.	George Joseph	George
19.	Pony George	Pony
20.	Rije George	Rije
21.	Dona George	Dona
22.	Ajamy Maria Joseph	Ajamy
23.	Geetha P. Mohan	Geetha
24.	Dr. Julia Emmanuel	Dr. Julia
25.	Janby O. Gevrai	Janby
26.	Dinud Johnson	Dinud
27.	Jaha Augustine	Jaha
28.	P. Shree Paul	P. Shree
29.	Sherry O. Parakkal	Sherry
30.	Paya S	Paya
31.	Dr. Sreya G.R	Dr. Sreya
32.	Seema Joseph	Seema

- 33. Dr. Radhu.S
- 34. Dr. Dr. Biji M.P.
- 35. Dr. Dr. Tessa Joseph
- 36. Dr. Suja.C
- 37. Dr. George James.T
- 38. Mathew Jim
- 39. Dr. J. Georgi Neema
- 40. Saji Joseph
- 41. Augustine Sabu N
- 42. NIBU Thomson
- 43. Abol Bobu

Radhu
Biji
Tessa
Suja
George
Mathew
J. Georgi
Saji
Augustine
NIBU
Abol

Meeting started at 3.30 p.m, with a silent prayer.

1. Principal opened up the meeting with introducing a new composition of IVAAC committee for Peer team Visit. He also mentioned the need of a peer team visit.
2. Principal delineated the need of making handouts and pamphlets, so as to get the entire information about the college in nutshell.
3. The need of organising cultural programmes was mentioned.
4. Updation of Roll of Honour was suggested. Inclusion of University Toppers in Roll of Honour was suggested.
5. The need of preparation of mentoring manual was suggested.

Meeting ended up by 5.00 p.m. @AC
Coordinating: IQAC

Date.....

NOTICE

The meeting of the IQAC is scheduled to be held at 3.45 p.m on 13th September 2018 in the Conference Hall. All members are requested to kindly make it convenient to attend.

T M Joseph
Dr. T M Joseph
Principal

Agenda:- Proposed NAAC Visit

Members

1. Dr. T M Joseph , Chairman
2. Dr. James Mathew , Vice Chairman
3. Dr. Suby Baby , Co-ordinator
4. Fr. Francis Kannadan , Management Representative
5. Prof. Jose Karikunnel, Management Representative
6. Fr. Abraham Niravathinal, Management Representative
7. Dr. J Georgi Neema , Faculty Representative
8. Sr. Dr. Tessa Joseph, Faculty Representative
9. Dr. T M Jacob , Faculty Representative
10. Ms. Shija Paul, Faculty Representative
11. Dr. Thomas Varghese, Faculty Representative
12. Sri. Philip Augustine, Faculty Representative
13. Dr. George James T., Faculty Representative
14. Sr. (Dr) Biji M P, Faculty Representative
15. Dr Suja C, Faculty Representative
16. Dr. Armstrong Sebastian, Faculty Representative
17. Sri. Saji Joseph, Faculty Representative
18. Dr. Gigi K Joseph, Faculty Representative
19. Dr. Nibu Thomson, Faculty Representative
20. Dr. Vinod K.V., Faculty Representative
21. Mr. Shaimon Joseph, Faculty Representative
22. Mr. Tittu Thomas, Faculty Representative

in the department IQAC

5. Principal evaluated the progress of activities of display committee.
 6. Maintenance of computer lab were suggested.
 7. Progress departmental profile making was evaluated.
 8. Maintenance of health centre was suggested.
- Chair Meeting wound up by 5 p.m.

Chairman, IQAC

Coordinator, IQAC

Dr. T.M. Joseph

Dr. Suby Baby

PRINCIPAL
NIRMALA COLLEGE
MUVATTUPUZHA



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KERALA-686 661, INDIA.

(Affiliated to Mahatma Gandhi University, Kottayam and
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No:.....

Date.....

NOTICE

The meeting of the IQAC is scheduled to be held at 3.40 p.m on 24th September 2018 in the Conference Hall. All members are requested to kindly make it convenient to attend.

Dr. T.M. Joseph
Principal

Agenda:- Proposed NAAC Visit

Members

1. Dr. T M Joseph , Chairman
2. Dr. James Mathew , Vice Chairman
3. Dr. Suby Baby , Co-ordinator
4. Fr. Francis Kannadan , Management Representative
5. Prof. Jose Karikunnel, Management Representative
6. Fr. Abraham Niravathinal, Management Representative
4. Dr. J Georgi Neernal , Faculty Representative
5. Sr. Dr. Tessa Joseph, Faculty Representative
7. Dr. T M Jacob , Faculty Representative
8. Ms. Shija Paul, Faculty Representative
9. Dr. Thomas Varghese, Faculty Representative
10. Sri. Philip Augustine. Faculty Representative
11. Dr. George James T., Faculty Representative
12. Sr. (Dr) Biji M P, Faculty Representative
13. Dr Suja C, Faculty Representative
14. Dr. Armstrong Sebastian, Faculty Representative
15. Sri. Saji Joseph, Faculty Representative
16. Dr. Gigi K Joseph, Faculty Representative
17. Dr. Nibu Thomson, Faculty Representative
18. Dr. Vinod K.V., Faculty Representative
19. Mr. Shaimon Joseph.. Faculty Representative
20. Mr. Titru Thomas, Faculty Representative

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(NAAC Peer Team Member) and Dr. Simon - ...

Shahil [Professor, Kerala University].

3. Principal reminded the need of department & submission.
4. The suggestions regarding class room re-arrangement displays were given.
5. The need for making travel arrangements for the NAAC peer team was discussed.
6. Arrangements of videographers, and photographers [to stand by] was discussed.
7. Registration of PTA and Alumni was discussed.
8. Suggestions regarding the additional smart room facilities were made.
9. Science lab and computer lab maintenance was suggested.
10. Need for updation of campus map was suggested.
11. Principal evaluated the progress of flood mapping and flood museum and flood document.
12. Updation of roll of honours was suggested.
13. Progress of preparation of Research Manual was evaluated.
14. Preparation of library manual and catalogue was suggested.

Meeting was ended up by 5.45 p.m.
Chairman, IQAC
Coordinator, IQAC



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Date.....

Id:.....

NOTICE

The meeting of the IQAC is scheduled to be held at 11.00 a.m on 25th May 2018 in the Conference Hall. All members are requested to kindly make it convenient to attend.

Dr. T M Joseph
Principal

Agenda:- Proposed NAAC Visit

Members

1. Dr. T M Joseph, Chairman
2. Dr. James Mathew, Vice Chairman
3. Dr. Suby Baby, Co-ordinator
4. Fr. Francis Kannadan, Management Representative
5. Prof. Jose Karikunnel, Management Representative
6. Fr. Abraham Niravathial, Management Representative
4. Dr. J Georgi Neernal, Faculty Representative
5. Sr. Dr. Tessa Joseph, Faculty Representative
7. Dr. T M Jacob, Faculty Representative
8. Ms. Shija Paul, Faculty Representative
9. Dr. Thomas Varghese, Faculty Representative
10. Sri. Philip Augustine, Faculty Representative
11. Dr. George James T., Faculty Representative
12. Sr. (Dr) Biji M P, Faculty Representative
13. Dr. Suja C, Faculty Representative
14. Dr. Armstrong Sebastian, Faculty Representative
15. Sri. Saji Joseph, Faculty Representative
16. Dr. Gigi K Joseph, Faculty Representative
17. Dr. Nibu Thomson, Faculty Representative
18. Dr. Vinod K.V., Faculty Representative
19. Mr. Shaimon Joseph, Faculty Representative
20. Mr. Titu Thomas, Faculty Representative

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on 4th and 5th of October and mock power

point presentation scheduled on 3rd October 2018.

2. A committee to receive from airport, to take care of food, videography and photography. (3 standby) was suggested.
 3. A meeting with Principal, HOD, department, IQAC coordinator was mentioned.
 4. Preparation of academic calendar by each department was suggested.
 5. Incorporation of Programme outcome, Programme specific outcome and Course outcome was suggested.
 6. Maintenance of Lactating machine and continuation of ornament making by Centre for women empowerment was mentioned.
 7. Dr. Armstrong Sebastian of English Department was entrusted with renewal of centre licence from health dept.
 8. Renewal of hostel licence was also suggested.
 9. Registration of Alumni Association and PTA was mentioned.
- Meeting wound up by 5:45 p.m

Chairman, IQAC

Coordinator, IQAC

Dr. T.M. Joseph

Dr. Suby Baby



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Date.....

No:.....

NOTICE

The meeting of the IQAC is scheduled to be held at 4.00 p.m on 3rd October 2018 in the Conference Hall. All members are requested to kindly make it convenient to attend.

Dr. T M Joseph
Principal

Agenda:- Proposed NAAC Visit

Members

1. Dr. T M Joseph , Chairman
2. Dr. James Mathew , Vice Chairman
3. Dr. Suby Baby ., Co-ordinator
4. Fr. Francis Kannadan . Management Representative
5. Prof. Jose Karikunnel, Management Representative
6. Fr. Abraham Niravathinal, Management Representative
4. Dr. J GeorgiNeernal , Faculty Representative
5. Sr. Dr. Tessa Joseph, Faculty Representative
7. Dr. T M Jacob , Faculty Representative
8. Ms. Shija Paul, Faculty Representative
9. Dr. Thomas Varghese, Faculty Representative
10. Sri. Philip Augustine, Faculty Representative
11. Dr. George James T., Faculty Representative
12. Sr. (Dr) Biji M P, Faculty Representative
13. Dr Suja C, Faculty Representative
14. Dr. Armstrong Sebastian, Faculty Representative
15. Sri. Saji Joseph, Faculty Representative
16. Dr. Gigi K Joseph, Faculty Representative
17. Dr. Nibu Thomson, Faculty Representative
18. Dr. Vinod K.V., Faculty Representative
19. Mr. Shaimon Joseph ., Faculty Representative
20. Mr. Tittu Thomas, Faculty Representative

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Chairman, IQAC

Dr. T.M. Joseph



Coordinator, IQAC

Dr. Suby Baby



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NOTICE

The meeting of the IQAC is scheduled to be held at 3.45 p.m on 5TH October 2018 in the Conference Hall. All members are requested to kindly make it convenient to attend.

Agenda:- Proposed NAAC Visit

Dr. T.M Joseph
Principal

Members

1. Dr. T M Joseph , Chairman
2. Dr. James Mathew , Vice Chairman
3. Dr. Suby Baby , Co-ordinator
4. Fr. Francis Kannadan , Management Representative
5. Prof. Jose Karikunnel, Management Representative
6. Fr. Abraham Niravathinal, Management Representative
4. Dr. J Georgi Neernal , Faculty Representative
5. Sr. Dr. Tessy Joseph, Faculty Representative
7. Dr. T M Jacob , Faculty Representative
8. Ms. Shija Paul, Faculty Representative
9. Dr. Thomas Varghese, Faculty Representative
10. Sri. Philip Augustine, Faculty Representative
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13. Dr Suja C, Faculty Representative
14. Dr. Armstrong Sebastian, Faculty Representative
15. Sri. Saji Joseph, Faculty Representative
16. Dr. Gigi K Joseph, Faculty Representative
17. Dr. Nibu Thomson, Faculty Representative
18. Dr. Vinod K.V., Faculty Representative

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By the IQAC coordinator. The team members of Mock visit comprised of Rev. Dr. Ignacimuthu, Dr. T.M. Joseph and Dr. Suby Baby.

2. A critical evaluation of the ppt presentation of all departments, clubs and forums were made.
3. Mock visit members pointed out the need of proper documentation of placement cell, and centre for women empowerment.
4. A critical evaluation of presentation by IQAC coordinator was made.
5. Focus on qualitative aspects were suggested in ppt

Meeting wound up by 6 p.m.

Chairman, IQAC

Coordinator, IQAC

Dr. T.M Joseph

Dr. Suby Baby

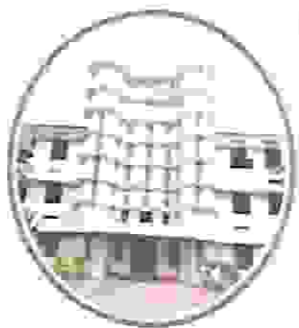


1. Meeting started with a welcome



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Date.....

NOTICE

The meeting of the IQAC is scheduled to be held at 3.45 p.m on 8th October 2018 in the Conference Hall. All members are requested to kindly make it convenient to attend.

Agenda:- Proposed NAAC Visit

Dr. T M Joseph
Principal

Members

1. Dr. T M Joseph, Chairman
2. Dr. James Mathew, Vice Chairman
3. Dr. Suby Baby, Co-ordinator
4. Fr. Francis Kannadan, Management Representative
5. Prof. Jose Karikunnel, Management Representative
6. Fr. Abraham Niravathinal, Management Representative
7. Dr. J Georgi Neernal, Faculty Representative
8. Sr. Dr. Tessa Joseph, Faculty Representative
9. Dr. T M Jacob, Faculty Representative
10. Ms. Shija Paul, Faculty Representative
11. Dr. Thomas Varghese, Faculty Representative
12. Sri. Philip Augustine, Faculty Representative
13. Dr. George James T., Faculty Representative
14. Sr. (Dr) Biji M P, Faculty Representative
15. Dr. Suja C, Faculty Representative
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17. Sri. Saji Joseph, Faculty Representative
18. Dr. Gigi K Joseph, Faculty Representative
19. Dr. Nibu Thomson, Faculty Representative
20. Dr. Vinod K.V., Faculty Representative

Following points while preparation of slides.

Criteria - I

- 1.1.1. Institution ensure effective curriculum delivery through a well planned and documented process.
- 1.3.1. Integration of cross cutting issues in curriculum

Criteria II

- 2.2.1. Special programs for slow learners and advanced learners
- 2.3.1. experiential learning, participative learning and problem solving
- 2.3.2. Innovation and creativity in teaching
- 2.5.1. Reform in CIE
- 2.5.2. Mechanism for internal assessment.
- 2.5.3. Grievance redressal mechanism
- 2.5.4. Academic calendar
- 2.6.1. PSO, CO, PO

Criteria III

- 3.2.1. Incubation centre
- 3.4.1. Extension activity in neighbourhood community.

Criteria IV

- 4.1.1. class room, laboratory, computing equipment
- 4.1.2. sports facilities
- 4.2.1. Library automation
- 4.2.2. Collection of rare books, manuscripts
- 4.3.1. Wifi facilities
- 4.4.2. established systems and procedures for monitoring and utilising physical academic and support facilities

Criteria V

- 5.3.2. Students council and representation of students in various bodies.
- 5.4.1. Alumni Association chapters

Content VI

- 6.1.1. effective leadership in terms with vision and mission
- 6.1.2. practice of decentralisation and participative management
- 6.2.1. perspective/strategic plan and deployment of
- 6.2.2. documents.
- 6.2.3. organisational structure, administrative setup
- 6.2.4. Effectiveness of various bodies/cells, committees and their minutes.
- 6.3.1. Welfare measures for teaching and non-teaching staff.
- 6.3.5. Job/BAS of teaching and non-teaching
- 6.4.1. Internal and external financial audit
- 6.4.3. mobilisation of funds and their optimal utilisation
- 6.5.1. Quality initiatives of IQAC.
- 6.5.2. Institution reviews its teaching learning process structure and methodologies of operation and learning outcome at periodic intervals
- 6.5.5. Incremental improvements in the past accreditation period.

Content VII

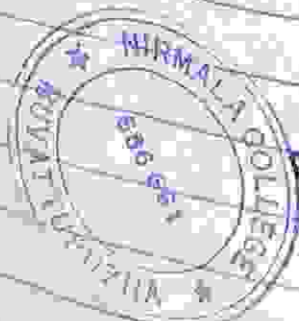
7.1.2, 7.1.5, 7.1.6, 7.1.7, 7.1.18, 7.1.19, 7.2.1, 7.2.2
Meeting wound up by 1 p.m.

Chairman, IQAC

Coordinator, IQAC

Dr. T.M. Joseph

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Dr. Suby Baby



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No:.....

Date:.....

NOTICE

The meeting of the IQAC is scheduled to be held at 3.45 p.m on 15TH October 2018 in the Conference Hall. All members are requested to kindly make it convenient to attend.

Dr. J M Joseph
Principal

Agenda:- Proposed NAAC Visit

Members

1. Dr. T M Joseph , Chairman
2. Dr. James Mathew , Vice Chairman
3. Dr. Suby Baby , Co-ordinator
4. Fr. Francis Kannadan , Management Representative
5. Prof. Jose Karikunnel, Management Representative
6. Fr. Abraham Niravathinal, Management Representative
4. Dr. J Georgi Neernal , Faculty Representative
5. Sr. Dr. Tessy Joseph, Faculty Representative
7. Dr. T M Jacob , Faculty Representative
8. Ms. Shija Paul, Faculty Representative
9. Dr. Thomas Varghese, Faculty Representative
10. Sri. Phillip Augustine, Faculty Representative
11. Dr. George James T., Faculty Representative
12. Sr. (Dr) Biji M P, Faculty Representative
13. Dr Suja C, Faculty Representative
14. Dr. Armstrong Sebastian, Faculty Representative
15. Sri. Saji Joseph, Faculty Representative
16. Dr. Gigi K Joseph, Faculty Representative
17. Dr. Nibu Thomson, Faculty Representative
18. Dr. Vinod K.V., Faculty Representative

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Progress of departments preparation

2. Principal distributed the list of committee members
3. Teachers were asked to give P.T.A executive members names to Jimmy Mann Joseph.
4. Boosting of wifi was suggested.
5. Brochure for profile of the department was distributed.
6. All the departments were asked to make mock presentations on 30 October (Saturday) 2018.
7. Preparation of Academic calendar was suggested.
8. Updation of teachers diary was suggested.
9. More tie up with industry was suggested.
10. Principal suggested the need of mentioning experiential learning in powerpoint presentation.

Meeting wound up by 5:30 pm

Chairman, IQAC

Coordinator, IQAC

Dr. T.M. Joseph

Dr. Suby Baby

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Date.....

NOTICE

The meeting of the IQAC is scheduled to be held at 3.45 p.m on 22nd October 2018 in the Conference Hall. All members are requested to kindly make it convenient to attend.

Dr. T.M. Joseph
Principal

Agenda:- Proposed NAAC Visit

Members

1. Dr. T M Joseph , Chairman
2. Dr. James Mathew , Vice Chairman
3. Dr. Suby Baby ., Co-ordinator
- Fr. Francis Kannadan , Management Representative
- Prof. Jose Karikunnel, Management Representative
- Fr. Abraham Niravathinal, Management Representative
- Dr. J Georgi Neernal, Faculty Representative
- Sr. Dr. Tessy Joseph, Faculty Representative
- Dr. T M Jacob , Faculty Representative
- Ms. Shija Paul, Faculty Representative
- Mr. Thomas Varghese, Faculty Representative
- Mr. Philip Augustine, Faculty Representative
- George James T., Faculty Representative
- (Dr) Biji M P, Faculty Representative
- Suja C, Faculty Representative
- Amstrong Sebastian, Faculty Representative
- Aji Joseph, Faculty Representative
- Igi K Joseph, Faculty Representative
- Ibu Thomson, Faculty Representative
- Iod K.V., Faculty Representative

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Abel Baby
Dina Dennis
Jobin Jose

Abel
Dina

peer team members

2. Need of preparation for meeting of head of the departments was suggested.
 3. TMCN auditorium was the venue suggested for interaction with students
 4. Arrangements for the conduct of cultural programmes is to be made in the P² Auditorium
 5. Principal evaluated the progress of each committee
- Meeting wound up by 6 p.m.

Chairman, ICAC

Coordinator, ICAC

Dr. T. M. Joseph



Dr. Suby Baby

Minutes of ICAC meeting held on 19th November 2018 at 3.45 pm

1. Dr. T. M. Joseph
2. Dr. James Mathew
3. Fr. Francis Kannadan
4. Fr. Jose Korikunnel
5. NIBU THOMSON
6. T. M. Jacob
7. Titu Thomas
8. Shaimon Joseph
9. John Jose
10. Philip Augustine
11. Dr. Anji K. Joseph
12. Beethy George
13. P. Shyja Paul
14. Saji Joseph
15. Dr. George James T.
16. Dr. J. George Neeang
17. Ansham Sebastian

Meeting started at 3.45 pm with 17 members.

Resolutions and Recommendations:

1. Principal unwrapped the meeting by reminding the need of cooperation of all departments for NURE of old collection
2. Principal congratulated all the members for their whole hearted cooperation for NABC Peer team visit

Chairman, ICAC

Coordinator, ICAC

Dr. T. M. Joseph

Dr. Suby Baby

Minutes of ICAC meeting held on 4th January 2019
at 2.45 pm

1. Dr. T. M. Joseph
2. Dr. James Matthew
3. Fr. Justin Kannadan
4. Dr. Armstrong Sebastian
5. Dr. Biji. M.P.
6. Dr. J. Georgi Narnal.
7. Dr. Suby Baby
8. Armstrong Sebastian
8. Philip Augustine
9. Saji Joseph
10. NIBU Thomsool
11. Dr. Thomas Vaughan
12. Fr. Samuel David
13. Dinu Dennis
14. Jobin Jose
15. Shaimon Joseph
16. Dr. Saji & Joseph
17. Poethy George
18. Dr. George James J

(Handwritten signatures and initials corresponding to the list above)

Meeting started at 2.45 pm with 18 members.

1. Resolutions and Recommendation
2. Principal opened up the meeting by discussing whether to go for Appeal or not.
3. Decision to go for Appeal was made. Points to be questioned in appeal was chalked out.

Chairman, ICAC

Coordinator, ICAC

Dr. T. M. Joseph

Dr. James Matthew

Minutes of ICAC meeting held on 24th January 2019
at 3.40 pm

1. Dr. T. M. Joseph
2. Fr. Justin Kannadan
3. Dinu Dennis
4. Jobin Jose
5. N. Shibilin Mohanan
6. Armstrong Sebastian
7. T. M. Jacob
8. Vasulevan Nampoothiri. K R
9. Mathews. K. Manayana
10. Saji Joseph
11. Philip Augustine
12. Joe Karikunnel
13. NIBU Thomsool
14. Fr. Samuel David
15. Poethy George
16. Suleya Emmanuel.
17. Shaimon Joseph
18. Gregor. CR
19. Aui Kurian
20. Dr. George James J
21. Dr. James Mohan
22. Dr. S. Biji M.P.
23. Dr. S. Terry Joseph
24. Dr. Suby Baby

(Handwritten signatures and initials corresponding to the list above)

Meeting started at 3.40 pm with 24 members

Resolutions and Recommendation

1. Principal unwrapped the meeting by discussing about the need for preparing for appeal procedure and update of appeal by 14th of Jan 2019

ICAC, Chairman

Dr. T. M. Joseph

Dr. Suby Baby

Minutes of Combined meeting of Council and I@AC meeting held on 29th May 2019 at 1.30 p.m

1. Dr. T.M. Joseph
2. Dr. James Mathew
3. Fr. Francis Kannadan
4. Dr. Anil Kurian
5. Bindhu Rachel Jay
6. Dr. Judeya Emmanuel
7. Aaya S Nair
8. Preethy George
9. Jaimol. S
10. Wisay Jene
11. Amic Samuel Joseph
12. Tabin Jace
13. Baby Joseph
14. Dr. George Thomas
15. Fr. Francis Michael
16. Dr. S George Nirmal
17. Saji Josep

Meeting started at 1.30pm with 17 members

1. Principal opened up the meeting with 17 members
2. Principal discussed the need of conduct of model exam of 1st PG by 4th and submitting of question paper by 31st May.
3. Principal then asked Dr George Nirmal sir to present the fund utilization of collection room

4. Dr. George Nirmal and Mr Saji Joseph was introduced as the new vice principal for the Academic year 2019-20

5. Principal congratulated and extended best wishes to the Principal of the next Academic year Dr James Mathew.

6. Further Principal mentioned the resignation given by Dr. Suby Baby from I@AC coordinator designation. He further acknowledged the services offered by her during 6 years, beyond working hours. Again, mentioned and appreciated the services given as KUSA Nodal officer, NVRF Nodal officer, ARIIA Nodal officer, Smart India Hackathon, BVC Nodal officer, AISHE Nodal officer, Kerala Higher Education Survey Nodal officer, NAAC Coordinator, Swatchata Ranking Nodal officer, MOOC coordinator, etc.

7. Dr. James Mathew also acknowledged the service rendered by Dr. Suby Baby as I@AC Coordinator.

Meeting wound up by 3.45pm

Chairman, I@AC

Dr. T.M. Joseph

Coordinator, I@AC

Dr. Suby Baby