



# NIRMALA COLLEGE

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

(Affiliated to Mahatma Gandhi University, Kottayam)



▶ Rank Band 150-200 by NIRF 2020 ▶ NAAC accredited with B\*\* grade  
▶ DBT Star College and FIST supported

No.

## INTERNAL QUALITY ASSURANCE CELL

### Minutes of IQAC Meeting held on 11.06.2019

Venue: Conference Hall

Time: 4.30-6.30 PM

#### **Agenda**

1. Confirmation of the minutes of the meeting held on 29.05.2019 and Action Taken Report.
2. Academic Calendar 2019-2020
3. AQAR 2018-2019 Preparation
4. NAAC 4<sup>th</sup> Cycle Reassessment
5. Strategic Plan 2019-2022
6. Academic Review and Result Analysis
7. Student Related Issues
8. New Certificate Courses
9. Any other matter with the permission of the chair

#### **Members Present**

1. Dr. James Mathew
2. Dr. Juliya Emmanuel
3. Dr. Radhu S
4. Mr. Shaimon Joseph
5. Mr. Prince Samuel Joseph
6. Mr. Mathews K Manayani
7. Dr. T M Jacob
8. Dr. Nibu Thomson
9. Prof. Saji Joseph
10. Mr. Jose Karikunnel
11. Mr. Vishnu Sukumaran
12. Fr. Justin K Kuriakose
13. Smt. Loveli Varghese
14. Dr. Gigi K Joseph
15. Fr. Francis Michael
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Principal welcomed the members

## Discussion and Resolutions

### Agenda 1: Confirmation of Minutes

The minutes of the meeting held on 29.05.2019 is read out by the IQAC Coordinator, confirmed and recorded. He also presented the ATR based on the decisions taken in the previous meeting.

### Agenda 2: Academic Calendar 2019-2020

A draft of the academic calendar is presented by the IQAC coordinator. The Chair opined that the inputs from the internal examination committee should be considered while finalizing the academic calendar. IQAC noted that departments included the budget requirements also in their academic plans.

### Agenda 3: AQAR 2018-2019 Preparation

It is resolved that the following teachers are given the charge of seven criteria. Criteria I – Dr. Julia Emmanuel, Criteria II – Ms. Anu Jossy Joy, Criteria III – Dr. Radhu S., Criteria IV – Mr. Mathews K Manayani, Criteria V – Mr. Shaimon Joseph, Criteria VI – Dr. Nibu Thomson, Criteria VII – Dr. Titu Thomas.

### Agenda 4: NAAC 4<sup>th</sup> Cycle Reassessment

The IQAC coordinator and criteria coordinators are assigned to compile and consolidate data for NAAC metrics. This would help in analysis whether the college has made any significant improvements after the previous assessment.

### Agenda 5: Strategic Plan 2019-2022

The strategic plan for 2019-2022 is prepared by the IQAC coordinator after due consultation with various functional bodies. The plan was approved and decided to submit the same to the governing body.

### Agenda 6: Academic Review and Result Analysis

The IQAC chair informed that the overall pass percentage is 86%. 32 students position themselves among the list of university top ten in the UG and PG examinations 2019. The result analysis committee of the IQAC has to do a more comprehensive analysis of the same. Dr. Meera R. is assigned to submit the report.



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## Agenda 7: Student Related Issues

Dr. Nibu Thomson explained the admission updates. There should be initiatives to enhance the financial literacy of the students. Ms. Anu Jossy Joy appealed that apart from the learning handbook, teachers should communicate POs, Cos, and PSOs to the students at the beginning of the semester. Dr. T M Jacob is assigned to help the students to register and complete online offered by internationally reputed higher education institutions.

## Agenda 8: Any Other Matter with The Permission of the Chair

- It was resolved that the research committee of the college should disseminate information related to research projects to the faculty community.
- The teachers should be encouraged to submit project proposals and seminar proposals
- There are many students who present their ideas in the idea lab and IIC. The college should have a mechanism to showcase the products designed by the student community.
- New certificate courses to be introduced.

The IQAC coordinator proposed vote of thanks.

Dr. Sony Kuriakose  
IQAC Coordinator

Dr. James Mathew  
Principal





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## INTERNAL QUALITY ASSURANCE CELL

### Minutes of IQAC Meeting held on 06.08.2019

Venue: IQAC Hall

Time: 3.30 – 5.30 PM

Principal welcomed all the members

#### **Agenda**

1. Confirmation of the meeting held on 06.08.2019 and Action Taken Report
2. Diamond Jubilee Block Phase II Members Present
3. Review of Green Protocol on the Campus
4. Review of Best Practices
5. Certificate Courses
6. Website Management
7. FDPs to Improve Digital Skills
8. Any Other Matter with the Permission of the Chair

#### **Members Present**

1. Dr. James Mathew
2. Dr. Juliya Emmanuel
3. Mr. Shaimon Joseph
4. Dr. Radhu S
5. Dr. T M Jacob
6. Mr. Prince Samuel Joseph
7. Mr. Mathews K Manayani
8. Dr. Nibu Thomson
9. Prof. Saji Joseph
10. Mr. Jose Karikunnel
11. Smt. Loveli Varghese
12. Fr. Justin K Kuriakose
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## Discussion and Resolutions

### Agenda 1: Confirmation of Minutes

The minutes of the meeting held on 11.06.2019 is read out by the IQAC coordinator, confirmed and recorded. He also presented the ATR based on the decisions taken in the previous meeting.

### Agenda 2: Diamond Jubilee Block Phase II

Laying down of the foundation stone for Diamond Jubilee Block Phase II is scheduled in December 2019. Once completed, the block will have facilities for nine classrooms.

### Agenda 3: Review of Green Protocol

The members impressed satisfaction over the green initiatives taken on the campus and to participate Swachhta Campus Survey of MHRD 2019

### Agenda 4: Review of Best Practices

It is resolved that the college showed strengthen digitalisation of learning process. Furthermore, several responsibilities are to be undertaken under Nirmala Hastham Initiative.

### Agenda 5: Certificate Courses

The Principal mentioned that the newly introduced certificate courses should have proper programme structure. it would be covenant for students if the college publishes prospectus for the same.

### Agenda 6: Website Management

It was de IPSR Solutions for Website Management. Mr. Titu Thomas, was assigned to monitor the same.

### Agenda7: Faculty Development Programmes

Teachers should be provided with more FDPs to strengthen their digital skills. IQAC should organize learning management programmes and curriculum delivery process should be more strengthened by google classrooms, Kahoot Quiz etc.

### Agenda 8: Any other Matter with the Permission of the Chair

- The Principal informed that the library is renovated based on feedback in the institutional performance survey.
- Departments should find out prominent alumni to conduct Alumni Lecture series.

The IQAC coordinator proposed vote of thanks.

Dr. Sony Kuriakose  
IQAC Coordinator

Dr. James Mathew  
Principal





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## **INTERNAL QUALITY ASSURANCE CELL**

### **Minutes of IQAC Meeting held on 08.10.2019**

Venue: Conference Hall

Time: 3.30 – 5.30 PM

Principal welcomed all the members

#### **Agenda**

1. Confirmation of the meeting held on 06.08.2019 and Action Taken Report
2. Swachhta Ranking Expert Committee Inspection
3. NAAC Sponsored National Seminar
4. National Seminars of Departments
5. Library Renovation
6. Divyagan Friendly Campus
7. Submission of SSR
8. Any other matter with the permission of the chair

#### **Members Present**

1. Dr. James Mathew
2. Dr. Juliya Emmanuel
3. Mr. Shaimon Joseph
4. Dr. Radhu S
5. Dr. T M Jacob
6. Mr. Prince Samuel Joseph
7. Mr. Mathews K Manayani
8. Dr. Nibu Thomson
9. Prof. Saji Joseph
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## Discussion and Resolutions

### Agenda 1: Confirmation of Minutes

The minutes of the meeting held on 06.08.2019 is read out by the IQAC coordinator, confirmed and recorded. He also presented the ATR based on the decisions taken in the previous meeting.

### Agenda 2: Swachhta Ranking Expert Committee Inspection

The meeting appraised that Swachh Bharat Inspection went well with the cooperation of all faculty members. Prof. R V Singh, Prof. C Nassema and Dr. Rajbala Grewal expressed their satisfaction with green initiatives of the college. The meeting also recommended that the college should try to collaborate with other institutions to strengthen the Swachhta Campaign of the government.

### Agenda 3: NAAC Sponsored National Seminar

The meeting congratulated the organizers of the seminars and the various functional committees for the smooth conduct of the National Seminar. Dr. Devendar S. Kawday, Deputy Adviser, NAAC took a session on New RAF. The seminar provided practical training to the teachers on digital skills.

### Agenda 4: National Seminars of Departments

As suggested by IQAC, departments have come up with proposals for National Seminars. The meeting has resolved to pass the proposals to Bursar for financial assistance.

### Agenda 6: Library Renovation

Since two more departments got elevated as research departments, more research journals need to be added. In order to give a facelift, more and new furniture and shelves are to be added. Newly admitted students should be provided with INFLIBNET username and password.

### Agenda 7: Divyangan Friendly Campus

The facilities for physically challenged students should be improved. The students should know the facilities available in the campus for them.

### Agenda 8: Submission of SSR

The Principal and IQAC coordinator formulated a NAAC steering committee for the preparation of SSR. Dr. Nibu Thomson, Assistant Professor, Dept. of English is chosen as the





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coordinator. The IQAC coordinator listed the requirements for IIQA submission. The meeting appraised that college has fully complied with the recommendations given by the peer team in 2018. The AQAR needs to be placed in the governing body in the month of December.

## Agenda 9: Matters suggested by the Chair

- Efforts taken by Physics department for Students Solar Workshops deserve special appreciation.
- There should be efforts to inculcate Research Ethics in postgraduate programmes

The IQAC coordinator proposed vote of thanks.

Dr. Sony Kuriakose  
IQAC Coordinator

Dr. James Mathew  
Principal







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## **INTERNAL QUALITY ASSURANCE CELL**

### **Minutes of IQAC Meeting held on 10.12.2019**

Venue: Conference Hall

Time: 10.00 AM-12.30 PM

Principal welcomed all the members and explained the significance of the meeting

#### **Agenda**

1. Confirmation of the minutes of the meeting held on 08.10.2019 and Action Taken Report
2. Student Support in co-curricular activities
3. Life skills programs
4. Academic Fests and Film Festival
5. Cam Pulse – Student Redress Faculty
6. Documentation – Teaching Learning Process
7. NAAC SSR Preparation – Progress
8. Any Other Matter with The Permission of the Chair

#### **Members Present**

1. Dr. James Mathew
2. Dr.. Juliya Emmanuel
3. Mr. Shaimon Joseph
4. Dr. Radhu S
5. Dr. T M Jacob
6. Mr. Prince Samuel Joseph
7. Mr. Mathews K Manayani
8. Dr. Nibu Thomson
9. Prof. Saji Joseph
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## Discussion and Resolutions

Dr James Mathew, Principal and Chair welcomed the members

### Agenda 1: Confirmation of Minutes

The minutes of the meeting held on 08.10.2019 was read out by the IQAC coordinator confirmed and recorded. He also presented the ATR based on the decisions taken in the previous meeting.

### Agenda 2: Student Support and Participation

The department should take initiatives to motivate students to participate in co-curricular activities. There should be improved participation in the observance of nationally important days, gender sensitization and nature sensitization programmes organized by various cells and clubs.

### Agenda 3: Life Skills Programmes

The women cell of the college has to schedule workshops on self-defence skills and organize programmes suggested by ICC.

### Agenda 4: Academic Fests and Film Festivals

The college should provide material amenities for the conduct of film festival which is part of experiential learning of humanities students. The academic festivals organized by various departments should include more learning components.

### Agenda 5: Cam Pulse

All the students should download the update android version of Cam Pulse. It has student's grievance redress facility now.

### Agenda 6: Documentation

The documentation for mentoring, remedial, peer teaching, other student centric learning methods should be strengthened. The course file and course plan should be properly maintained. IQAC shall evaluate the documentation related to teaching-learning process. The principal should speak to the teachers who got low scores in students 'feedback'.

### Agenda 7: SSR Preparation Progress

The college has successfully prepared the AQAR and IIQA and the same will be submitted in December end. Since the examinations are going on in the campus, there are requirements of more staff members in the IQAC room. More office space and digitally skilled staff are very much essential.



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The IQAC Coordinator proposed vote of thanks

Dr. Sony Kuriakose  
IQAC Coordinator

Dr. James Mathew  
Principal







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## **INTERNAL QUALITY ASSURANCE CELL**

### **Minutes of IQAC Meeting held on 14.01.2020**

Venue: Conference Hall

Time: 10.00 AM-12.30 PM

Principal welcomed all the members and explained the significance of the meeting

#### **Agenda**

1. Confirmation of the minutes of the meeting held on 10.12.2019 and Action Taken Report
2. SSR Submission
3. Vinjan Sameeksha
4. Digital Learning Tools Portal
5. ED Club Activities
6. Student Feedback on Office Staff
7. Mahatma Gandhi Darsanik Sthal
8. Mega Alumini Meet

#### **Members Present**

1. Dr. James Mathew
2. Dr. Juliya Emmanuel
3. Mr. Shaimon Joseph
4. Dr. Radhu S
5. Dr. T M Jacob
6. Mr. Prince Samuel Joseph
7. Mr. Mathews K Manayani
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## Discussion and Resolutions

Dr James Mathew, Principal and Chair welcomed the members

### Agenda 1: confirmation of Minutes of the meeting held on 10.12.2019

The minutes of the meeting held on 10.12.2019 was read out by the IQAC coordinator Dr Sony Kuriakose, confirmed and recorded. The ATR also discussed in the meeting.

### Agenda 2: S S R Submission

Since the IQA was submitted in the last month, the whole process of SSR Submission should be completed by February 15<sup>th</sup>. The IQAC Coordinator, emphasized the need for prepare documentation and accuracy of data.

### Agenda 3: Vinjan Sameeksha

More members of programmes are required under the banner Vinjan Sameeksha. This will promote more socialization among faculty members.

### Agenda 4: Digital Learning Tools Portal

The IQAC desires to have a digital learning portal which contain digital tools. Teachers will be benefited out of this Dr. T M Jacob has agreed to take up this task.

### Agenda 5: ED Club Activities

After the conduct of Youth Entrepreneurship Programme students opined the college, should do more programmes like this. Thus, there should be more programmes to promote entrepreneurial skill of students. Monday Market initiative is very much appreciable.

### Agenda 6: Student Feedback

The IQAC suggested that there should be rotation among office staff. Student friendly staffs should be deputed at fees section and admission section.

### Agenda 7: Mahatma Gandhi Darsanik Sthal

Mahatma Gandhi Darsanik Sthal is to be created in the library building to promote Gandhian Philosophy.

### Agenda 8: Mega Alumni Meet

The meeting of Mega Alumni Meet preparation committee has been held. The Mega Alumni meet should be held immediately. The alumni website need to be updated.



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## Agenda 9: Any other matter with chair's permission

- The college should conduct institutional performance survey.
- Curriculum feedback to be taken from stakeholders.
- More editions of Gyan Darshan is needed.
- EBSB Club needs more programmes related to the culture of Himachal Pradesh. The college is paired with government college, Sangrah, Himachal Pradesh.
- AISHE 2018-2019 data to be uploaded in the month of May 2020.
- The memorial lectures and endowment lectures shall be conducted as scheduled
- Teachers should be present in the campus since DVV is expected in the month of March or April.
- The budget document should be provided to the IQAC.

The IQAC Coordinator proposed vote of thanks

Dr. Sony Kuriakose  
IQAC Coordinator

Dr. James Mathew  
Principal

