



Minutes

29th Meeting of Internal Quality Assurance Cell, Nirmala College, Muvattupuzha

Date: 23.06.2020, Time: 7.20 pm, Day: Tuesday, Zoom Meeting ID: 5825276332, Password: 530894

Members Attended Online:

1. Dr. Thomas K V
2. Dr. Sony Kuriakose
3. Dr. James Mathew, Former Principal
4. Dr. Nibu Thomson
5. Dr. Mathew K Manayani
6. Dr. Radhu S
7. Dr. Anu Jossy Joy
8. Mr. Titu Thomas
9. Dr. Juliya Emmanuel
10. Prof. Saji Joseph
11. Mr. Shaimon Joseph

Agenda

1. Item 01/29/05-01/2020: Confirmation of minutes of the meeting held on 14.01.2020

The Minutes of the meeting held on 14.01.2020 is read out by Dr. Sony Kuriakose. He also discussed the various actions taken based on the decisions.

2. Item 02/29/05-01/2020: IQAC Plan of Action and Academic Calendar

IQAC plan of action was presented by the IQAC coordinator. He emphasized that in order to improve the quality of certificate programmes, BoS or Curriculum Committee may be constituted in each department having one member from other colleges and university. Some of the other suggestions were:

- a) Teacher wise Mentoring Diary shall be prepared.



- b) The documentation for remedial classes to be more strengthened.
- c) Teachers should use multiples methods to enhance the learning experience of the students. Teachers should provide recorded videos for the topics which are tough to learn.
- d) Course exit survey should be conducted as part of outcome assessment.
- e) An online question bank formative method of evaluation.
- f) Research cell should collaborate with various departments to organize more seminars on research methodology.
- g) The functioning of IIC needs to be streamlined and more activities shall be conducted on campus.
- h) Internal Academic Audit will be conducted by IQAC team before the external academic audit.
- i) IQAC-Department interface meetings shall be organized to align the activities of the departments with the vision and mission of the college.
- j) Academic review committee will evaluate the PBAS submitted by the teachers.
- k) An online classroom shall be set up in Kuttampuzha triable Area under Nirmala Hastham.
- l) Campluse should have the faculty to record the works of teachers.

Academic calendar will be finished after getting necessary instructions from the government.

3. Item 03/29/05-01/2020: Reporting of webinars organized by departments.

It is happy to note that IQAC and other departments have organized webinars on relevant topics. National workshop on Publishing in Scoops indexed journals went well.

4. Item 04/29/05-01/2020: Response of Nirmala College against Covid 19

- a) The college has strengthened its social responsibility activities under Nirmala Hastham. The college has given mobile phones to the needy students. Tabs /mobile phones were purchased in bulk and given to the students fine of cost.
- b) Students from MCA developed a Covid tracker software in association with Muvattupuzha Taluk Hospital.
- c) Homeo Medicines were distributed to households by the NSS students.
- d) The college has organized various themes related to Covid 19.
- e) IQAC has organized a workshop on financial planning during Covid 19.
- f) Department of Economics organized a webinar on economic implications of Covid 19.



5. Item 05/29/05-01/2020: Online Curriculum Delivery

The IQAC shall conduct a survey among teachers and students to know the preferred medium of online get recorded videos. The teachers should submit their course plan in online mode. The teacher can record their Zoom sessions and google meet sessions and post the same in google classroom.

6. Item 06/29/05-01/2020: Any other matter with the permission of the chair

- a) It was resolved that Dr.Meera R will collect the result analysis of various departments. IQAC result analysis committee will evaluate the same.
- b) Department- IQAC meetings are necessary to give inputs for NAAC PPT preparations of departments.
- c) Internal Academic Audit should be completed at the earliest.
- d) The departments can think of delivering the certificate courses online mode.
- e) HoD's shall conduct a Zoom meeting with class representatives to know the Status of syllabus completion.
- f) Placement cell should take initiative to provide programme on carrier building after Covid 19, Interview techniques, building Resume, etc.

Dr. Sony Kuriakose proposed the vote of thanks.

Dr. Sony Kuriakose
Dr. Thomas K V
IQAC Coordinator

Principal





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