



## Minutes

### 30<sup>th</sup> Meeting of Internal Quality Assurance Cell, Nirmala College, Muvattupuzha

Date: 29.08.2020, Day: Saturday, Meeting Platform: Google meet,

Meeting ID: <http://meet.google.com/ibv-yaxk-jxi>

#### Members Attended Online

1. Dr. Thomas K V
2. Mr. Mathew K Manayani
3. Dr. T M Jacob
4. Dr. Juliya Emmanuel
5. Dr. Nibu Thomson
6. Dr. Anu Jossy Joy
7. Mr. Titu Thomas
8. Mr. Shaimon Joseph
9. CA Narayanan K, Alumni Representative
10. Ms. Malavika M, Student Representative
11. Dr. Sony Kuriakose
12. Dr. Radhu S

#### Agenda

##### 1. Item 01/30/05-02/2020: Conformation of minutes

The minutes of the meeting held on 23.06.2020 was read out by Dr. Sony Kuriakose and he presented the actions initiated.

##### 2. Item 02/30/05-02/2020: NAAC Peer Team Visit

- a) The Principal Dr. Thomas K V reported that the college expects NAAC Peer team visit in the month of December or January based on the covid 19 guidelines.
- b) Departments shall prepare profiles for the assessment period 2014-2019. The newsletter for 2019-2020 academic year should be released in the next month.



- c) Criteria coordinators of NAAC shall prepare a hand book for qualitative metrics.
- d) The schedule of department -IQAC interface meetings are given below;

**Date 31.08.2020**

- I. Department of English
  - II. Department of Hindi
  - III. Department of Malayalam
  - IV. Department of Physics
  - V. Department of Zoology
  - VI. Department of Botany
- Venue: Conference Hall

**Date 01.09.2020**

- VII. Department of Commerce
- VIII. Department of Commerce SF
- IX. Department of Management studies
- X. Department of Computer Science
- XI. Department of Malayalam
- XII. Department of Economics

Venue: Council Hall

- e) The academic profile of the teachers should be updated to include the latest information.
- f) The teachers should strengthen the documentation style in the departments. Teachers can follow the instructions given in online faculty development programme 'Good Documentation Practices'.
- g) A Check list for internal academic audit should be completed be in the month of September.
- h) After the completion of internal audit, an external academic audit is to be completed at the earliest.
- i) An exhibition of the activities of clubs and cells must be arranged during the peer team visit.
- j) The internal academic audit report should be submitted to the principal and the same shall be given the departments to take remedial actions.
- k) The date collection for the period 2019-2020 to be completed at the earliest.



### 3. Item 03/30/05-02/2020: National Webinar on National Education Policy

Nirmala College is the first college in India that organized a national seminar on the theme National education Policy 2020 with Dr. Shakila Shamsu as resource person. She was included in the preparation of draft of National Education Policy 2020. Prof. Sabu Thomas Vice Chancellor of Mahatma Gandhi University inaugurated the programme.

### 4. Item 04/30/05-02/2020: Any other matter with the permission of the chair

- a. AISHE report for the academic year was submitted.
- b. Annual Report for the year 2019-2020 was submitted to the Governing Body.
- c. College newsletter for the year 2019-2020 got published.
- d. Academic calendar for the year 2019-2020 got published (Delayed due to the being of first year )
- e. One-week induction programme for first year UG and PG students as per UGC guidelines should be conducted online. The new students should get familiarized with the campus facilities.

Dr. Sony Kuriakose  
IQAC Coordinator

Dr. Thomas K V  
Principal

