Minutes of the IQAC meeting

Date: 26-06-2024	**Venue: Narciso Masso Innovation Centre**	**Meeting Number: 1**
Time: 1:45 PM	**Presided over by: Mr. Jaswa Jebaraj, IQAC Co-ordinator**	

Agenda

- Initiatives taken by IQAC
- Commission's visit for MSW course approval
- Future plans and suggestions for the unit
- Development of the College Library
- NAAC Documentation Maintenance
- Academic Audit
- Social Media Management
- Website Management
- SWAYAM Course Monitoring
- Policy Collection and Student Redressal System
- Committee Reports
- Student Redressal System
- ERP and Email ID Creation
- Club Activities
- Performing Arts and EDC
- ABC Website Registration
- NEP and Mapping Seminars
- LMS and Departmental Videos
- IT Infrastructure Inventory
- NAAC Criteria Documentation
- Best Practices Identification
- Facilities and Lab Improvement
- Media Relations and Public Relations
- Staff Qualification Approval
- Sports Meet and Cultural Events
- Requests to Management

Deliberation

- The IQAC coordinator presented various initiatives taken by the unit, including: Development of policies for feedback, admission, staff, and student management, Creation of templates for timetable, workload, academic planner, teaching plans, meeting minutes, and reports for programs.

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- Challenges faced during the commission's visit for MSW course approval and possible learnings and takeaways including importance of thorough preparation and documentation, need for infrastructure development, strategic faculty recruitment and development were discussed.
- The need for official letters for newly appointed HODs, Deans, and other staff members was emphasized.
- The development of club manuals was discussed, and it is still a work in progress.
- The librarian led discussions on various library-related issues, including: prescribed book purchases, library footfall, control on the number of books lent, student assistance in maintaining library books, membership and deposit systems, software installation for library management.
- Continuous maintenance of NAAC-related files for departments, students, and faculty through Google Drive, with IQAC follow-ups.
- Academic audit scheduled for the second week of October to review departmental files.
- College's social media presence, especially Instagram, needs improvement; Ms. Nivethitha assigned to ensure updates within two days of events.
- Daily maintenance of the college website assigned to Mr. Shane Cristen; also responsible for proofreading and perfecting event invitations before posting.
- Mr. John Benjamin tasked with collecting, scanning, and uploading historical documents from the Principal's office to the IQAC drive.
- Monitoring of SWAYAM courses to be handled by Mrs. Jini, with weekly reports and tracking of students' progress in course videos and assignments.
- Suggestion to allocate one hour weekly for students and class tutors to complete SWAYAM courses.
- Implementation of a mandatory marks redressal system. Question papers to follow Bloom's Taxonomy, with a 2-code question paper system and retests for improvement.
- Special activities for low achievers to boost marks; potential gold medalists to receive extra academic support.
- All marks redressal-related tasks to be overseen by Ms. Sophia in collaboration with the Chief Examination Officer.
- Anti-Ragging Committee reports and other mandatory university reports to be submitted promptly.
- Prevention of sexual harassment cell updates to be handled by Ms. Bemisha, including displaying posters and sending reports to the RJD office.
- Grievance boxes and policies regarding student attire, conduct, etc., to be created by the Dean of Student Affairs.
- Women students' policy already submitted; post on the website to be taken care by Ms. Bemisha.
- Creation of student email IDs for ERP access to be expedited by Mr. Shane Cristen, even before receiving university registration numbers.
- Dormant college clubs to be reactivated, and university-supported events like blood camps and AIDS awareness programs to be conducted under the supervision of Mr. John Benjamin.

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- Formation and training of college choir and dance teams to represent the college, managed by DBCPA, to be followed up by Ms. Nivethitha.
- EDC workshops to align with IIC standards; programs to be conducted, tasked to Mrs. Jini.
- College registration on the ABC portal to be completed by Ms. Bemisha and Mrs. Jacqueline.
- Seminars on NEP and Mapping to be conducted for staff; CIA analysis using mapping techniques to be taught.
- LMS implementation by the end of October; each department to create atleast two 3-minute videos with Mr. Shane Cristen's coordination and Viscom Head's guidance.
- Collection of IT infrastructure inventory details by Mr. Shane Cristen with assistance from the college office and system admin.
- Collection of NAAC criteria reports and documents by faculty members; placement details to be gathered by Ms. Sophia with guidance from the placement coordinator.
- Identification and implementation of unique best practices for the college.
- Review and improvement of classroom ventilation, seating, and lab equipment, including proper numbering and maintenance of lab computers.
- Installation of a language lab and acquisition of relevant licenses, managed by Mr. Allen.
- Strengthening media relations and ensuring functionality of press releases under the responsibility of Mr. Allen.
- Formation of Vysaka committee, police protection and student counsellors was suggested by Ms. Nivethitha.
- Initiation of qualification approval for staff by Mr. Allen with support from the financial committee; SCOPUS funding to be requested from management; caution against cloned journals.
- Organization of sports meets with final matches on the same day; national festivals and cultural events to be led by the Student Council.
- Requests to management for medical leave, staff welfare support, scholarships, improved infrastructure (projectors, printers, Wi-Fi, jammers), and functional Xerox machines for student use.
- FSSAI certification for the new canteen, and creation of nameboards for all staff with qualifications to be displayed before department staff rooms.

Recommendation/Suggestion

- Conduct seminars on Academic Audit and National Education Policy in the future.
- Improve library development (as discussed)
- Emphasis on tasks assigned to specific members:
  - Ms. Antony Sophia: Oversee eVoice (college magazine) content
  - Mrs. Jini Thomas: Monitor SWAYAM registration for students and staff
  - Ms. Nivethitha: Manage social media content

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- **NAAC File Maintenance:**
  Each department should be diligent in regularly updating their NAAC-related files in Google Drive, ensuring timely and accurate information is available. IQAC should implement a regular follow-up schedule to monitor updates.
- **Academic Audit:**
  Departments should prepare all necessary documentation in advance of the scheduled academic audit in October to ensure a smooth review process.
- **Social Media Enhancement:**
  The college should strengthen its social media presence, particularly on Instagram, by regularly posting event updates and photos within two days of the event. A social media management team could be established, led by Ms. Nivethitha, to ensure consistent and professional updates.
- **Website Maintenance:**
  Mr. Shane Cristen should ensure the daily maintenance of the college website, with attention to detail in proofreading and perfecting content before it is posted online. Regular reviews of the website's content and functionality should be conducted to maintain quality.
- **Historical Document Archiving:**
  The process of collecting, scanning, and uploading historical documents should be expedited, with clear deadlines for completion. Mr. John Benjamin should coordinate with the Principal's office to ensure all important documents are archived in the IQAC drive.
- **SWAYAM Course Monitoring:**
  Mrs. Jini should continue to monitor SWAYAM course progress, with weekly reporting and accountability measures in place. Tutors should allocate dedicated time for students to work on and complete these courses, ensuring they stay on track.
- **Marks Redressal System:**
  The college should implement a standardized marks redressal system that ensures fairness and adheres to Bloom's Taxonomy in question paper design.
  The introduction of a 2-code question paper system and retests should be explored to improve academic integrity and offer opportunities for students to enhance their performance.
- **Support for Low Achievers and High Achievers:**
  Special activities and support programs should be designed for low achievers, such as library visits and industry exposure, to help them improve. High achievers should be given additional academic opportunities to work towards securing prestigious academic honors, such as gold medals.
- **Committee Reporting and Compliance:**
  Committees such as Anti-Ragging and Prevention of Sexual Harassment should ensure timely submission of reports and compliance with university requirements. Awareness posters on sexual harassment should be prominently displayed on campus.
- **Grievance Redressal:**
  A grievance redressal system should be established with grievance boxes placed strategically on campus, and policies regarding student conduct should be clearly communicated.

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- **ERP and Email ID Access:**
  Student email IDs for ERP access should be created promptly, even before university registration numbers are issued, to ensure smooth access to attendance and CIA marks.
- **Reactivation of Dormant Clubs:**
  Dormant clubs should be revitalized with a clear schedule of activities, and all university-mandated events should be conducted meticulously.
  Reports on club activities should be regularly uploaded to the designated drive.
- **Performing Arts and EDC Programs:**
  The Performing Arts team should focus on forming and training competitive groups in choir and dance to represent the college.
  The EDC should conduct workshops in line with IIC standards, ensuring quality and relevance.
- **ABC Portal Registration:**
  College registration on the ABC portal should be completed at the earliest to facilitate easier access to documents for students.
- **NEP and Mapping Seminars:**
  Seminars on NEP and Mapping should be organized for staff during exam periods to ensure they are well-informed on these topics.
  CIA analysis using mapping techniques should be incorporated into staff training programs.
- **LMS and Departmental Videos:**
  LMS implementation should be a priority, with each department responsible for creating two short promotional videos to showcase their programs by the end of October.
- **IT Infrastructure Review:**
  A comprehensive review of IT infrastructure should be conducted, with a detailed inventory collected by Mr. Shane Cristen, in collaboration with relevant departments.
- **Best Practices and Placement:**
  The college should identify and implement unique best practices, ensuring they are practical and beneficial to students.
  Placement records should be diligently collected and updated to provide accurate information to stakeholders.
- **Facilities Improvement:**
  Regular checks on classroom and lab facilities should be carried out, with specific attention to ventilation, furniture, and equipment functionality. Policies should be framed for the proper use and maintenance of lab equipment.
- **Licenses and Media Relations:**
  The college should acquire necessary licenses for language labs and educational platforms, ensuring students and faculty have access to valuable resources. Strengthening media relations should be a focus, with regular press releases and media coverage for college events.

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- **Qualification Approval and SCOPUS Funding:**
  The qualification approval process for staff should be streamlined, and financial support for academic research through SCOPUS funding should be requested from management.
- **Sports and Cultural Events:**
  Sports meets should be well-organized, with final matches conducted on the same day. National festivals and cultural events should involve the active participation of all students and be organized by the Student Council.
- **Requests to Management:**
  Management should consider proposals for medical leave, staff welfare support, scholarships, improved infrastructure, and better Wi-Fi connectivity. Functional Xerox machines and the installation of jammers to curb mobile phone usage in classrooms should be prioritized. The new canteen should obtain FSSAI certification, and nameboards displaying staff qualifications should be installed outside department staff rooms.
- A collective commitment from IQAC members to provide their support and assistance, ensuring the unit's seamless functioning and successful implementation of the discussed initiatives.

Attendees

S.No	Name of the Staff	Designation	Signature
1.	Rev. Fr. Kasi Sagayaraj SDB	Vice Principal	
2.	Mr. Jaswa Jebaraj A	Coordinator	
3.	Dr. S Jebaseeli Novaleena	Deputy Coordinator	
4.	Mr. Allen Cornelius N F	Asst. Coordinator	
5.	Mr. Shane Cristen C	Faculty Representative	
6.	Ms. Antony Sophia A	Faculty Representative	
7.	Ms. Nivethitha	Faculty Representative	
8.	Ms. Jini Rajan Thomas	Faculty Representative	
9.	Ms. Maria Sofia	Librarian	
10.	Mr. John Benjamin	Faculty Representative	
11.	Ms. S. Bernisha	Faculty Representative	

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Staff in charge

Principal

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