



10th September 2021

Minutes of IQAC Meeting

The meeting of the IQAC held on 10th September 2021 at 2:20 pm in the Powathil Hall with NAAC Criterion Committee members discussed the following

Agenda

- NAAC Accreditation measures
- Conduct of the Extension Programme
- Feedback

Members Present:

Dr Anitha Jose	Sd/-
Rev Dr Thomas Joseph Parathara	Sd/-
Ms Anne Mary Joseph	Sd/-
Dr Paulami Aich Mukherjee	Sd/-
Dr Jinsamma Joseph	Sd/-
Dr Jissy Mathew	Sd/-
Ms Rinsy Thomas	Sd/-
Ms Linz Tom	Sd/-
Dr Jickey Isaac	Sd/-
Dr Marina Aloysius	Sd/-
Dr Binumol Abraham	Sd/-
Ms Suja Mary George	Sd/-
Rev Tinju Tom	Sd/-
Ms Rosmi Lukose	Sd/-

Matters Discussed:

The meeting was specifically held to inform the method of documentation and clarify the queries of the criterion committees.

- The coordinator briefed them about the documentation process, informed that AQAR was submitted in the last week of August 2021. She stressed the need for gearing up for mock NAAC Presentation together with the AAA.
- The date of the audit was fixed on the 20th of October followed by The Mock NAAC Presentation. Clarification regarding the collection of soft copies of documents were also made.
- The committee members were asked to submit the write ups for the various key indicators for the core committee to work on in the week after.
- Discussion on how to conduct the AESOP in the wake of the pandemic lead to the decision of entrusting each department to provide online classes of 5 hours each for students of schools from grade 8-11; making them aware of the various opportunities available in their particular fields and scope of higher education, orienting them on the subject specifics etc. A common letter will be send to the departments to collaborate with the chosen schools. AESOP must be completed by the month of October. The students are to test the pre- knowledge and post knowledge of the students and they must also provide a report of the whole process.
- The coordinator also briefed the committee members about the best practices, institutional distinctiveness to be included in the SSR and sought their suggestions and recommendations.
- She also instructed that a feedback analysis on the syllabus for the year 20-21 must also be conducted at the earliest.
