

# Minutes of the IQAC Committee meeting

Date: 02.06.2020

Mode: Online

Platform: Google Meet

Time: 5.30pm

## Agenda

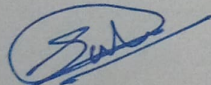
1. Conduct webinars by departments in collaboration with IQAC
2. Provision for Wifi facility on the campus in the contest of online classes
3. Conduct of webinar on National Educational Policy 2020

## Members Present:

Dr Ousephachan K.V., Principal (Chairman)  
Dr Sabu Sebastian (Coordinator)  
Fr Dr Jobi Jacob, Vice Principal  
Dr T.K.Sebastian, Former IQAC Coordinator  
Dr Denny Philip (Member)  
Dr Rejeesh C. John (Member)  
Fr. Martin Joseph (Member)  
Dr Siby Philip (Member)  
Dr Nygil Thomas (Member)  
Mr Deepu Joseph (Member)  
Dr Finitha Jose (Member)  
Dr Sr Manju O.S (Member)  
Mr Edwin Jerard (Member)

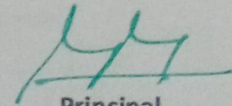
## Decisions:

1. The committee proposed that each department conduct at least one webinar associated with IQAC on or before December 31 2020.
2. Assessed the availability, accessibility and speed of NETWORK on the campus. Proposed the manager to consider high-speed alternate network providers since the BSNL network is felt insufficient.
3. The meeting entrusted the department of English to organize a National webinar on NEP 2020 in association with IQAC.
4. Members of IQAC felt the urgency to conduct a webinar on IPR



IQAC Coordinator

Dr. Sabu Sebastian  
Associate Professor  
Department of Mathematics  
Nirmalagiri College  
P.O. Nirmalagiri, Kannur-670701  
PEN: 470610



Principal  
Nirmalagiri College

# Minutes of the IQAC Committee meeting

Date: 03.08.2020

Mode: Online

Platform: Google Meet

Time: 5.00pm

## Agenda:

1. Departmental Level Seminars, Projects etc
2. Preparation for the webinar NEP 2020
3. Conduct of Socio-economic survey of the first-year students
4. Conduct teacher evaluation in online mode

## Members Present:

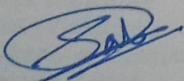
- Dr Ousephachan K.V., Principal (Chairman)  
Dr Sabu Sebastian (Coordinator)  
Fr Dr Jobi Jacob, Vice Principal  
Dr T.K.Sebastian, Former IQAC Coordinator  
Dr Denny Philip (Member)  
Dr Sr. Celine Mathew (Member)  
Dr Rejeesh C. John (Member)  
Fr. Martin Joseph (Member)  
Dr Siby Philip (Member)  
Dr Nygil Thomas (Member)  
Mr Deepu Joseph (Member)  
Dr Finitha Jose (Member)  
Dr Sr Manju O.S (Member)  
Mr Edwin Jerard (Member)

## Decision:

1. The committee assessed the progress of the preparations for the webinar. As a result, the webinar is fixed for October 31, 2020; the webinar speakers are Dr B.S. Ponmudiraj, Prof. Amiya Kumar Rath and Dr Ruchi Tripathi from NAAC Bangaluru to ensure maximum participation.
2. Class mentors are entrusted to complete the Socio ES by the closure of the first-year admission.
3. Decided to develop a Mobile Application for online Teacher Evaluation by students.
4. The meeting suggested completing the certificate courses within the time frame.

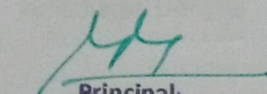
## ATR:

1. The webinar was conducted on 31.10.2020. Around 250 teachers and research scholars attended the webinar.
2. Class-wise Socio-economic survey has been conducted within the time frame.
3. It outsourced the project of Mobile App development to a private agency.



IQAC Coordinator

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Associate Professor  
Department of Mathematics  
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Nirmalagiri College

# Minutes of the IQAC Committee Meeting

**Date:** 07.12.2020

**Time:** 11.30am

**Mode:** Offline

**Venue:** Seminar Hall

## Agenda:

1. Preparation of the AQARs for the previous years.
2. Assess the progress of the mentee institutions under PARAMARSH on the NAAC accreditation process.
3. Activities of various committees of the College.
4. Any other matter.

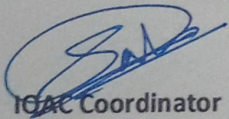
## Members Present:

Dr Ousephachan K.V., Principal (Chairman)  
Dr Sabu Sebastian (Coordinator)  
Dr T.K.Sebastian, Former IQAC Coordinator  
Dr Denny Philip (Member)  
Fr. Martin Joseph (Member)  
Dr Siby Philip (Member)  
Dr Nygil Thomas (Member)  
Mr Deepu Joseph (Member)  
Dr Finitha Jose (Member)

\*\*\* Present committee members signed in the Minutes Book maintained by IQAC.

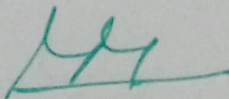
## Decision:

1. Submit pending AQARs before March 31, 2021.
2. The work progress of different colleges in the accreditation process has been presented in the meeting.
3. Various committee convenors are urged for timely interventions for the quality enhancement of their respective domain.
4. To conduct a Student Satisfaction Survey with a modified questionnaire on the Covid -19 situation.



IQAC Coordinator

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Associate Professor  
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## Minutes of the IQAC Committee Meeting

Date: 18.12.2020

Time: 10.00am

Mode: Offline

Venue: Seminar Hall

### Agenda:

1. AQAR Preparation
2. Documentation and filing
3. Any other

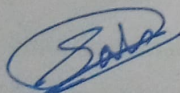
### Members Present:

Dr Ousephachan K.V., Principal (Chairman)  
Dr Sabu Sebastian (Coordinator)  
Dr T.K.Sebastian, Former IQAC Coordinator  
Dr Denny Philip (Member)  
Dr Sr. Sujamol Joseph (Member)  
Fr. Martin Joseph (Member)  
Dr Siby Philip (Member)  
Dr Nygil Thomas (Member)  
Mr Deepu Joseph (Member)  
Dr Finitha Jose (Member)  
Mr Edwin Jerard (Member)

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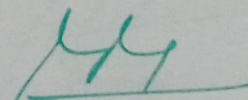
### Decision:

1. To continue the brainstorming session for the teaching staff on the seven criteria for preparing AQAR/SSR
2. Dr Rejeesh C John and Mr Edwin Jerard were entrusted to present the modality of data collection and necessary documents.
3. To prepare unique files for use in the accreditation process. Dr Siby Philip is entrusted with the charge of the same.



IQAC Coordinator

Dr. Sabu Sebastian  
Associate Professor  
Department of Mathematics  
Nirmalagiri College  
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PEN: 470610



Principal

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Nirmalagiri College

# Minutes of the IQAC Committee Meeting

Date: 23.03.2021

Time: 1.00pm

Mode: Offline

Venue: IQAC Room

## Agenda:

1. AQAR discussion
2. Certificate Course
3. Socio-Economic Survey

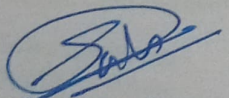
## Members Present:

Fr Dr Jobi Jacob, Vice Principal  
Dr Sabu Sebastian (Coordinator)  
Dr T.K.Sebastian, Former IQAC Coordinator  
Dr Denny Philip (Member)  
Fr. Martin Joseph (Member)  
Dr Nygil Thomas (Member)  
Mr Deepu Joseph (Member)

\*\*\* Present committee members signed in the Minutes Book maintained by IQAC.

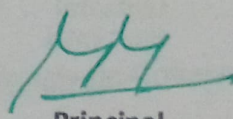
## Decision:

1. Prepared AQARs are discussed in the meeting, and the committee decided to submit the same on or before 31.05.2021.
2. Progress of the certificate courses is evaluated.
3. Mr Edwin Jerard is entrusted with preparing a modified google form for the Socio-Economic Survey of first-year students

  
IQAC Coordinator

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Associate Professor  
Department of Mathematics  
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# Minutes of the IQAC Committee meeting

**Date:** 21.05.2021

**Mode:** Online

**Platform:** Google Meet

**Time:** 10.30am.30pm

**Agenda:**

AQAR Presentation

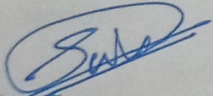
## Members Present:

Dr Ousephachan K.V., Principal (Chairman)  
Dr Sabu Sebastian (Coordinator)  
Dr T.K.Sebastian, Former IQAC Coordinator  
Dr Denny Philip (Member)  
Dr Rejeesh C. John(Member)  
Fr. Martin Joseph (Member)  
Dr Siby Philip(Member)  
Dr Nygil Thomas(Member)  
Mr Deepu Joseph(Member)  
Dr Finitha Jose (Member)  
Mr Edwin Jerard (Member)

\*\*\* Present committee members signed in the Minutes Book maintained by IQAC.

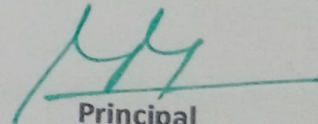
## Discussion

AQARs are presented in the meeting, the committee members point out the missing points, and the coordinator incorporates other suggestions.



IQAC Coordinator

**Dr. Sabu Sebastian**  
Associate Professor  
Department of Mathematics  
Nirmalagiri College  
Tellicherry - 670701



Principal  
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# Minutes of the IQAC Committee Meeting

Date: 02.07.2021

Time: 10.00am

Mode: Offline

Venue: Mini Auditorium

Members Present:

Agenda:

1. Planning various activities of the year
2. Activities of various committees of the College.
3. Any other

Members Present:

Dr Ousephachan K.V., Principal (Chairman)  
Dr Sabu Sebastian (Coordinator)  
Fr Dr Jobi Jacob, Vice Principal  
Dr T.K.Sebastian, Former IQAC Coordinator  
Dr Denny Philip (Member)  
Dr Rejeesh C. John(Member)  
Fr. Martin Joseph (Member)  
Fr. Aneesh CA  
Dr Siby Philip(Member)  
Mr Deepu Joseph(Member)  
Dr Finitha Jose (Member)  
Mr Edwin Jerard (Member)

\*\*\* Present committee members signed in the Minutes Book maintained by IQAC.

Decision:

1. To Conduct a webinar on Intellectual Property Rights
2. Committee coordinators are entrusted with conducting various activities specified in the Key Indicators of NAAC.

IQAC Coordinator

Dr. Sabu Sebastian  
Associate Professor  
Department of Mathematics  
Nirmalagiri College  
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# Minutes of the IQAC Committee Meeting

Date: 17.09.2021

Time: 10.00am

Mode: Offline

Venue: Mini Auditorium

Members Present:

Agenda:

1. Preliminary discussion about SSR Preparation
2. Any other

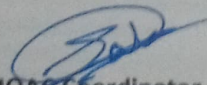
Members Present:

Dr Ousephachan K.V., Principal (Chairman)  
Fr. Mathew Thekkemuriyil (College Bursar)  
Dr Sabu Sebastian (Coordinator)  
Fr Dr Jobi Jacob, Vice Principal  
Dr T.K.Sebastian, Former IQAC Coordinator  
Dr Rejeesh C. John(Member)  
Dr Siby Philip(Member)  
Dr Nygil Thomas(Member)  
Mr Deepu Joseph(Member)  
Dr Sr Manju O.S (Member)  
Mr Edwin Jerard (Member)

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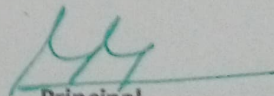
Decision:

1. Fr. Mathew Thekkemuriyil, the Bursar of the College, assured all kinds of support from the management towards achieving the targeted grade in the assessment.
2. Dr T.K Sebastian, Dr Anpin Raja and Dr Jaison Joseph are entrusted with the follow up of the Certificate Courses at the department level.
3. Dr Deepu Thomas, Dr Deepamol Mathew and Dr Suja Mariyamma Josua are entrusted with Social Extension Activities.
4. Dr Siby Philip and Dr Nygil Thomas are entrusted with coordinating and reporting project/seminar/research activities of the College.
5. The coordinators of each criterion shall collect the data of those criteria. Mr Edwin Jerard shall track the data collection, and Dr Sabu Sebastian will monitor the receipt.
6. All Staff members shall be divided into each criterion.
7. The first draft of SSR shall be ready before December 31, 2021. The criteria wise coordinators should forward the data to IQAC by November 30.

  
IQAC Coordinator

**Dr. Sabu Sebastian**  
Associate Professor  
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# Minutes of the IQAC Committee Meeting

Date: 11.10.2021

Time: 3.30pm

Mode: Offline

Venue: IQAC Room

## Agenda:

1. IPR Webinar
2. Certificate Course for first-year students
3. Any other

## Members Present:

Dr Ousephachan K.V., Principal (Chairman)  
Dr Sabu Sebastian (Coordinator)  
Fr Dr Jobi Jacob, Vice Principal  
Dr T.K.Sebastian, Former IQAC Coordinator  
Dr Denny Philip (Member)  
Dr Rejeesh C. John (Member)  
Fr. Aneesh CA  
Dr Siby Philip (Member)  
Mr Edwin Jerard (Member)

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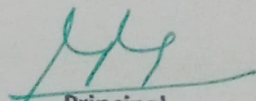
## Decision:

1. Finalize the date and Resource person for the webinar on Intellectual Property Rights. Resource Person: Dr S Gowrishanker, Assistant Professor, Alagappa University, date: 20.10.2021.
2. Dr T.K Sebastian is entrusted to conduct the certificate course for first-year students on communication, career guidance, higher education in India and abroad etc.

  
IQAC Coordinator

**Dr. Sabu Sebastian**  
Associate Professor  
Department of Mathematics  
Nirmalagiri College  
P.O. Nirmalagiri, Kannur-670701  
Ph: 470610



  
Principal  
Nirmalagiri College

## ATR on the IQAC Meeting

Date: 02.06.2020

Mode: Online

Platform: Google Meet

Time: 5.30pm

### Agenda

1. Conduct webinars by departments in collaboration with IQAC
2. Provision for Wifi facility on the campus in the contest of online classes
3. Conduct of webinar on National Educational Policy 2020

### Decisions:

1. The committee proposed that each department conduct at least one webinar associated with IQAC on or before December 31 2020.
2. Assessed the availability, accessibility and speed of NETwork on the campus. Proposed the manager to consider high-speed alternate network providers since the BSNL network is felt insufficient.
3. The meeting entrusted the department of English to organize a National webinar on NEP 2020 in association with IQAC.
4. Members of IQAC felt the urgency to conduct a webinar on IPR

### ATR:

1. Four departments conducted webinars, and other departments have identified resource persons and topics of the webinars.
2. OFC network connection with 100mbps of Keralavision has been availed for online classes.
3. Sr. Soniya is appointed as the convenor of the webinar on NEP 2020 scheduled on 31.10.2020.
4. Dr Chithra Mathew is entrusted with identifying the resource person for a webinar on IPR.

IQAC Coordinator

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PEN: 470610



Principal  
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## ATR on the IQAC Meeting

Date: 03.08.2020

Mode: Online

Platform: Google Meet

Time: 5.00pm

### Agenda:

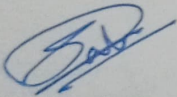
1. Departmental Level Seminars, Projects etc
2. Preparation for the webinar NEP 2020
3. Conduct of Socio-economic survey of the first-year students
4. Conduct teacher evaluation in online mode

### Decision:

1. The committee assessed the progress of the preparations for the webinar. As a result, the webinar is fixed for October 31 2020; the webinar speakers are Dr B.S. Ponmudiraj, Prof. Amiya Kumar Rath and Dr Ruchi Tripathi from NAAC Bangaluru to ensure maximum participation.
2. Class mentors are entrusted to complete the Socio ES by the closure of the first-year admission.
3. Decided to develop a Mobile Application for online Teacher Evaluation by students.
4. The meeting suggested completing the certificate courses within the time frame.

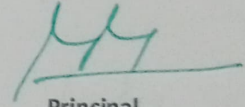
### ATR:

1. The webinar was conducted on 31.10.2020. Around 250 teachers and research scholars attended the webinar.
2. Class-wise Socio-economic survey has been conducted within the time frame.
3. It outsourced the project of Mobile App development to a private agency.



IQAC Coordinator

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Principal

Principal  
Nirmalagiri College



## ATR on the IQAC Meeting

**Date:** 07.12.2020

**Time:** 11.30am

**Mode:** Offline

**Venue:** Seminar Hall

**Agenda:**

1. Preparation of the AQARs for the previous years.
2. Assess the progress of the mentee institutions under PARAMARSH on the NAAC accreditation process.
3. Activities of various committees of the College.
4. Any other matter.

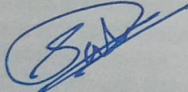
**Decision:**

1. Submit pending AQARs before March 31 2021.
2. The work progress of different colleges in the accreditation process has been presented in the meeting.
3. Various committee convenors are urged for timely interventions for the quality enhancement of their respective domain.
4. To conduct a Student Satisfaction Survey with a modified questionnaire on the Covid -19 situation.

**ATR**

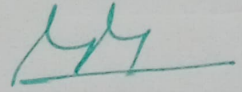
Combined ATR for the meetings on 07.12.2020 and 18.12.2020:

1. In the contest of COVID-19, the IQAC planned the submission of AQARs by May 31 2021.
2. Different committees have outlined action plans to improve their efficacy.
3. A criteria-wise brainstorming session was Conducted on 30,31 December 2020.
4. SSS was conducted on 15.02.2021 with a modified questionnaire.



**IQAC Coordinator**

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PIN: 470610



**Principal**  
Nirmalagiri College



## ATR on the IQAC Meeting

Date: 18.12.2020

Time: 10.00am

Mode: Offline

Venue: Seminar Hall

### Agenda:

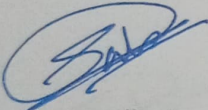
1. AQAR Preparation
2. Documentation and filing
3. Any other

### Decision:

1. To continue the brainstorming session for the teaching staff on the seven criteria for preparing AQAR/SSR
2. Dr Rejeesh C John and Mr Edwin Jerard were entrusted to present the modality of data collection and necessary documents.
3. To prepare individual files for use in the accreditation process. Dr Siby Philip is entrusted with the charge of the same.

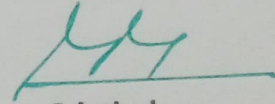
### ATR

1. A criteria-wise brainstorming session and discussion were conducted on 30<sup>th</sup> and 31<sup>st</sup> December 2020
2. Dr Siby Philip collected some file models and presented quotations in front of the IQAC Coordinator and the Principal



IQAC Coordinator

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PEN: 470610



Principal  
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## ATR on the IQAC Meeting

Date: 23.03.2021

Time: 1.00pm

Mode: Offline

Venue: IQAC Room

### Agenda:

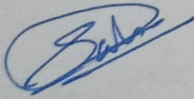
1. AQAR discussion
2. Certificate Course
3. Socio-Economic Survey

### Decision:

1. Prepared AQARs are discussed in the meeting, and the committee decided to submit the same on or before 31.05.2021.
2. Progress of the certificate courses is evaluated.
3. Mr Edwin Jerard is entrusted with preparing a modified google form for the Socio-Economic Survey of first-year students

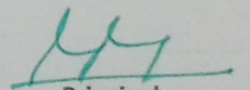
### ATR

1. AQARs of 2018-2019 and 2019-2020 were submitted before June 2021.
2. With the help of tutors, Mr Edwin conducted a Socio-Economic Survey through google form, and the report was handed over to the tutors.



IQAC Coordinator

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## ATR on the IQAC Meeting

Date: 02.07.2021

Time: 10.00am

Mode: Offline

Venue: Mini Auditorium

Members Present:

Agenda:

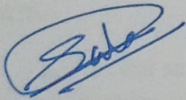
1. Planning various activities of the year
2. Activities of various committees of the College.
3. Any other

Decision:

1. To Conduct a webinar on Intellectual Property Rights
2. Committee coordinators are entrusted with conducting various activities specified in the Key Indicators of NAAC.

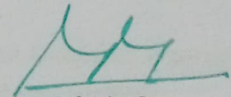
ATR

1. A webinar was conducted on Intellectual Property Rights with Special Reference to Indian Patents on October 20 2021. The resource person of the webinar was Dr S. Gowrishankar, Assistant Professor, Department of Biotechnology, Alagappa University, Karaikudi, Tamil Nadu. Around 500 teachers, students, and research scholars attended the webinar.
2. Various committees have outlined action plans to improve their efficacy.



IQAC Coordinator

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Associate Professor  
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PEN: 470610



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Nirmalagiri College

## ATR on the IQAC Meeting

Date: 17.09.2021

Time: 10.00am

Mode: Offline

Venue: Mini Auditorium

Members Present:

Agenda:

1. Preliminary discussion about SSR Preparation
2. Any other

Decision:

1. Fr. Mathew Thekkemuriyil, the Bursar of the College, assured all kinds of support from the management towards achieving the targeted grade in the assessment.
2. Dr T.K Sebastian, Dr Anpin Raja and Dr Jaison Joseph are entrusted with the follow up of the Certificate Courses at the department level.
3. Dr Deepu Thomas, Dr Deepamol Mathew and Dr Suja Mariyamma Josua are entrusted with Social Extension Activities.
4. Dr Siby Philip and Dr Nygil Thomas are entrusted with coordinating and reporting project/seminar/research activities of the College.
5. The coordinators of each criterion shall collect the data of those criteria. Mr Edwin Jerard shall track the data collection, and Dr Sabu Sebastian will monitor the receipt.
6. All Staff members shall be divided into each criterion.
7. The first draft of SSR shall be ready before December 31, 2021. The criteria wise coordinators should forward the data to IQAC by November 30.

ATR

1. On the second decision, a Certificate Course on Strategised Target Excellence Programme for Enrichment of Communication and Soft Skill was conducted for first-year students.
2. On the decisions, three to seven, the first draft of SSR was prepared and presented before December 31, 2021, in front of the entire teaching staff.

IQAC Coordinator

**Dr. Sabu Sebastian**  
Associate Professor  
Department of Mathematics  
Nirmalagiri College  
P.O. Nirmalagiri, Kannur-670701  
PIN-670610



Principal  
Principal  
Nirmalagiri College



## ATR on the IQAC Meeting

Date: 11.10.2021

Time: 3.30pm

Mode: Offline

Venue: IQAC Room

### Agenda:

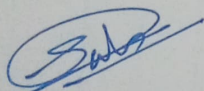
1. IPR Webinar
2. Certificate Course for first-year students
3. Any other

### Decision:

1. Finalize the date and Resource person for the webinar on Intellectual Property Rights. Resource Person: Dr S Gowrishanker, Assistant Professor, Alagappa University, date: 20.10.2021.
2. Dr T.K Sebastian is entrusted to conduct the certificate course for first-year students on communication, career guidance, higher education in India and abroad etc.

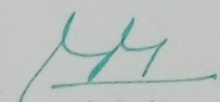
### ATR:

1. A webinar was conducted on Intellectual Property Rights with Special Reference to Indian Patents on October 20 2021. The resource person of the webinar was Dr S. Gowrishankar, Assistant Professor, Department of Biotechnology, Alagappa University, Karaikudi, Tamil Nadu. Around 500 teachers, students, and research scholars attended the webinar.
2. A Certificate Course on Strategised Target Excellence Programme for Enrichment of Communication and Soft Skill was conducted for first-year students.



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