

## Minutes: of IQAC Meeting

**Date:** 26/06/2018.

**Venue:** Seminal hall.

**Time:** 3.30 pm.

### Agenda:

1. Conducting workshop for teachers.
2. Equipping computer lab for the workshop
3. New office for IQAC.
4. Conducting induction programme for 1<sup>st</sup> semester students.
5. Academic audit for the year 2017-2018.
6. Conducting teacher evaluation by students.
7. Printing of student progression register.
8. Purchasing a camera for IQAC.
9. Fund generation of IQAC activities.
10. Preparation of AQAR activities.
11. Any other matter.

### Members Present:-

1. Dr. Ousephachan K V
2. Fr. Jobi Jacob
3. Dr. Rejeesh C John
4. Dr. Mini Joseph
5. Dr. Denny Philip

### Minutes:

1. Decided to conduct one day seminar on 28/07/2018 for teachers and research scholars.
2. Decided to conduct an induction programme for IDC students, after the completion of admission process.
3. Decided to conduct teacher evaluation and academic audit.
4. Decided to place a request to PTA for financial assistance.
5. Decided to request the Manager to complete the following works, at the earliest;
  - a. Furnishing a new office for IQAC.
  - b. Printing student progression register.
  - c. To provide Wi-Fi facility /internet connectivity in computer Lab.
  - d. To provide L C D projector and Public Addressing system to computer lab.
  - e. To purchase a camera with accessories and video audio recording system for IQAC.



Principal  
Nirmalagiri College

IQAC co-ordinator

## Minutes: of IQAC Meeting

**Date:** 13/07/2018.

**Venue:** IQAC Room.

**Time:** 3:30 pm.

### Agenda:

1. Planning continuation - Acton plan
2. Evaluation of the progress of seminar preparations.
3. Green and Energy Audit
4. Any other matter.


### Members Present:-

1. Dr. Ousephachan
2. Dr. Mini Joseph
3. Fr. Mathew Thekkemuriyil
4. Fr. Jobi Jacob
5. Dr. Rency Kurian
6. James T J
7. Fr. Aneesh C A
8. Deepu Joseph
9. Dr. Denny Philip

### Minutes:

It is decided to conduct the following during the academic 2018-19 year.

1. Academic Retreat
2. Administrative Audit year.
3. Placement and career guidance training programmes.
4. Orientation programme on revised NAAC assessment and accreditation frame work
5. Follow up actions for RUSA funding.
6. Renewal of College website.
7. Green audit.
8. Energy Audit.
9. Conduct seminars and workshops of national/international ambience
10. Conduct a meeting of department coordinators of IQAC on 28/07/2018 for the smooth conduction of the seminar.

  
IQAC co-ordinator



## Minutes: of IQAC Meeting

**Date:** 23/07/2018

**Venue:** Seminar hall.

**Time:** 12:30 pm.

**Agenda:**

1. Discussions on proposed seminar on 28/07/2018
2. Any other matters

**Members Present:**

1. Dr. Ousephachan K V
2. Dr. Mini Joseph
3. Fr. Aneesh C A
4. Camillo Joseph
5. Dr. Anpin Raja R D
6. Vineesh Sebastian
7. Dr. Rejeesh C John
8. Dr. Joshy Joseph
9. Deepu Joseph
10. Finitha Jose
11. Sr. Dr. Celine Mathew C
12. Sr. Dr. Manju O S
13. Dr. Rency Kurian
14. Sr. Sonia Philomena V A
15. Dr. Denny Philip
16. Dr. Deepamol Mathew
17. Dr. Sujamariyamma Joshua
18. Shinil Kuriakose
19. Fr. Fr. Mathew Thekkemuriyil

**Minutes:**

1. Different committees were formed for the smooth conduct of seminar.



**IQAC co-ordinator**



**Principal**  
**Nirmalagiri College**



## Minutes: of IQAC Meeting

**Date:** 27/07/2018

**Venue:** Seminar hall.

**Time:** 3:30 pm.

**Agenda:**

1. National seminar preparations – an evaluation
2. Any other matter.

**Members Present:**

1. Dr. Ousephachan K V
2. Dr. Mini Joseph
3. Deepu Joseph
4. Camillo Joseph
5. Dr. Joshy Joseph
6. Dr. Nygil Thomas
7. Dr. Anpin Raja R D
8. Dr. Rency Kurian
9. Sr. Dr. Celine Mathew C
10. Sr. Dr. Manju O S
11. Sr. Sonia Philomena V A
12. Fr. Jobi Jacob
13. Dr. Denny Philip
14. Dr. Deepamol Mathew
15. Dr. Sujamariyamma Joshua

**Minutes:**

1. Evaluate the progress of preparation of seminar.
2. Decided to upgrade mini auditorium – ceiling and light arrangements in the main auditorium.
3. Entrusted Dr. Nygil Thomas to take follow up action on RUSA funding.



IQAC Co-ordinator



## Minutes: of IQAC Meeting

**Date:** 03/08/2018

**Venue:** Seminar hall.

**Time:** 1:30 pm.

### Agenda:


1. Evaluations of National Seminar.
2. Entry level test for ISEM
3. Academic audit
4. Teacher evaluation by III and V semester students.

### Members Present:

1. Dr. Ousephachan K V
2. Dr. Mini Joseph
3. Deepu Joseph
4. Dr. Joshy Joseph
5. Dr. Anpin Raja R D
6. Vineesh Sebastian
7. Sr. Sonia Philomena V A
8. Dr. Deepamol Mathew
9. Sr. Dr. Manju O S
10. Dr. Sujamariyamma Joshua
11. Sr. Dr. Celine Mathew C
12. Dr. Nygil Thomas
13. Dr. Rejeesh C John
14. Camillo Joseph
15. Dr. Denny Philip
16. Fr. Jobi Jacob
17. Dr. Rency Kurian

### Minutes:

1. Decided to provide separate evaluations forms for each sessions of the seminar.
2. Decided to conduct online entry level tests from next academic year onwards.
3. Sri. Deepu Joseph, Dr. Rency Kurian and Sri. Vineesh Sebastian are entrusted the duty of conducting entry level test
4. Student satisfaction survey may be conducted under the leadership of Dr. Anpin Raja R D, Sr. Manju O S and Dr. Sujamariyamma Joshua.
5. Reforms in teacher evaluation format will be made under the guidance of Dr. Rejeesh C John (convenor), Dr. Deepamol Mathew and Sri. Camillo will assist Dr. Rejeesh C John
6. Decided to conduct academic audit after Onam Holidays

  
IQAC Co-ordinator



  
Principal  
Nirmalagiri College

## Minutes: of IQAC Meeting

**Date:** 09/08/2018

**Venue:** Room No. 111.

**Time:** 3:30 pm.

### Agenda:


1. Discussion on academic audit.
2. Distribution of student progression register.
3. Any other matter.

### Member present:

1. Dr. Ousephachan K V
2. Dr. Mini Joseph
3. Dr. Rejeesh C John
4. Dr. Denny Philip
5. Deepu Joseph
6. Dr. Rency Kurian

### Minutes:

1. Decided to arrange an orientation class for teachers on entry level test for I semester students.
2. Decided to conduct a meeting of IQAC department coordinators for the distribution of student progression.
3. Department coordinators and teacher in charge of NCC, NSS, Sports, etc. should submit the details for AQAR, on or before 29/08/2018.

  
IQAC Co-ordinator





## Minutes: of IQAC Meeting

**Date:** 13/08/2018

**Venue:** Room No. 111.

**Time:** 3:30 pm.

### Agenda:


1. Academic audit, Questionnaire discussions.
2. Student progression registers distributions.

### Members Present:

1. Dr. Ousephachan K V
2. Dr. Mini Joseph
3. Sr. Dr. Celine Mathew C
4. Sr. Dr. Manju O S
5. Vineesh Sebastian
6. Dr. Joshy Joseph
7. Dr. Anpin Raja R D
8. Dr. Rejeesh C John
9. Dr. Nygil Thomas
10. Dr. Denny Philip
11. Dr. Rency Kurian
12. Dr. Deepamol Mathew
13. Sr. Sonia Philomena V A
14. Shinil Kuriakose
15. Camillo Joseph

### Minutes:

1. Decided to conduct academic audit on 07/09/2018.
2. Student progression registers are handed over to department coordinators.

  
IQAC co-ordinator



  
Principal  
Nirmalagiri College

## Minutes: of IQAC Meeting

**Date:** 06/09/2018

**Venue:** Seminar hall.

**Time:** 3:30 pm.

**Agenda:**

1. Academic audit.
2. Any other matter.

**Members Present:**

1. Dr. Ousephachan K V
2. Fr. Jobi Jacob
3. Deepu Joseph
4. Dr. Rejeesh C John
5. Dr. Rency Kurian
6. Dr. Denny Philip
7. Dr. Mini Joseph

**Minutes:**

1. The meeting evaluated the preparations for the Academic Audit of 07/09/2018 and found that effective measures were taken for the smooth conduct of the same without obstructing the normal functioning of the college.
2. Dr. Rejeesh C John has given the charge of the presentations and Department coordinators were requested to handover the presentation by 9:30 am on the day of the audit.



IQAC co-ordinator



Principal  
Nirmalagiri College



## Minutes: of IQAC Meeting

**Date:** 12/09/2018

**Venue:** Seminar hall.

**Time:** 3:40 pm.

**Agenda:**

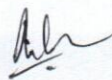
1. Academic audit – evaluation.

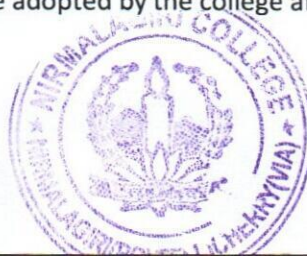
**Members Present:**

1. Dr. Ousephachan K V
2. Dr. Mini Joseph
3. Fr. Jobi Jacob
4. Camillo Joseph
5. Dr. Anpin Raja R D
6. Vineesh Sebastian
7. Dr. Denny Philip
8. Dr. Nygil Thomas
9. Manu K M
10. Dr. Rejeesh C John
11. Shinil Kuriakose
12. Dr. Joshy Joseph
13. Sr. Sonia Philomena V A
14. Sr. Dr. Manju O S
15. Sr. Dr. Celine Mathew C
16. Dr. Deepamol Mathew
17. Dr. Rency Kurian
18. Deepu Joseph
19. Fr. Aneesh C A

**Minutes:**

1. The academic audit was evaluated by the coordinators in the light of their experiences in the department. Everyone agreed that it was an effective step to evaluate the activities happening in the department and also helpful to ensure that documentation of activities was happening regularly.
2. The major remarks of the audit team was subjected to serious discussion and department were directed to plan certificate courses to be conducted during this academic year itself. The courses are to be of 30 hours duration and the beneficiaries will be II year degree student.
3. Dr. Rejeesh John was asked to conduct the teacher evaluation by V and III semester before they left for study holidays.
4. A committee consisting of Dr. Joshy Joseph, Mr. Vineesh Sebastian and Sr. Sonia Philomena V A were given charge of conducting the socio-economic survey of I year students.
5. The task conducting the student satisfaction survey was entrusted to Dr. Anpin Raja R D
6. Suggestions were invited from the department through the department coordinates regarding the best practices to be adopted by the college after discussion in the department.

  
IQAC Co-ordinator



  
Principal  
Nirmalagiri College

## Minutes: of IQAC Meeting

**Date:** 03/10/2018

**Venue:** Seminar hall.

**Time:** 3:30 pm.

### Agenda:


1. Academic audit report – am evaluation.
2. Certificate course – planning of implementation.
3. Any other matter.

### Members Present:

1. Dr. Ousephachan K V
2. Dr. Mini Joseph
3. Fr. Jobi Jacob
4. Dr. Denny Philip
5. Deepu Joseph
6. Dr. Rency Kurian
7. Dr. Rejeesh C John

### Minutes:

1. It was decided to provide a copy of the report of the audit team to every steering committee member. Copies of the abstract and relevant pages are to be handed over to the department.
2. Department that have expressed willingness to conduct certificate courses were directed to go ahead with the planning and implementation of the same. Department of English and Malayalam are the one who volunteered and the PG department were also directed to plan and implement appropriate courses.
3. Deadline for the completion of AQAR 2017-18 was fixed as 17/10/2018.
4. As a part of the best practised adopted by the institution, it was decided to adopt a tribal colony, preferably the one at Peruva, Kolayad. A team consisting of the IQAC member, Fr. Jobi Jacob, Dr. Deepamol Mathew, Dr. T K Sebastian, Mr. Deepu Thomas and Mr. Camillo Joseph was assigned the duty to study the feasibility of the project. Regarding a record best practise to be adopted, it was decided to invite suggestions from the departments and to present them in the meet council meeting.
5. To present the result and analysis in the staff meeting scheduled for 11/10/2018.
6. The account and details regarding financial transactions required for AQAR are to be finalised in consultation with the NIRF team to avoid disparities.

  
IQAC co-ordinator



  
Principal  
Nirmalagiri College



## Minutes: of IQAC Meeting

**Date:** 19/12/2018

**Venue:** IQAC Room.

**Time:** 3:30 pm.

**Agenda:**

1. AQAR 2017- 2018.
2. Any other matter.

**Members Present:**

1. Dr. Ousephachan K V
2. Dr. Mini Joseph
3. Dr. Rejeesh C John
4. Dr. Rency Kurian
5. Fr. Jobi Jacob

**Minutes:**

1. The preliminary draft of the AQAR 2017-2018 was presented before the committee for approval. A few omissions regarding seminars conducted were noted and rectified.
2. The meeting also discussed the lack of adequate programmes for students and proper feedback mechanism from stake holders. Steps are to be taken to remedy the same during the current academic year 2018-19.



*IQAC co-ordinator*



  
Principal  
Nirmalagiri College



## Minutes: of IQAC Meeting

**Date:** 15/01/2019

**Venue:** IQAC Room.

**Time:** 3:30 pm.

### Agenda:

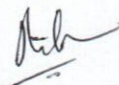
1. Willingness to participate in PARAMARSH.
2. Potential mentees.
3. Any other matters.

### Members Present:

1. Dr. Ousephachan K V
2. Dr. Mini Joseph
3. Dr. Denny Philip
4. Deepu Joseph

### Minutes:

1. All members unanimously agreed to express the willingness of the college to participate in PARAMARSH.
2. The following self-financing colleges were selected as potential mentee institutions:
  - a. Navajyothi Arts and Science College, Cherupuzha.
  - b. Mary Matha College, Alakode.
  - c. St. Jude's Arts and Science College, Vellarikkundu.
  - d. Deva Matha Arts and Science College, paisakari.
  - e. De Paul Arts and Science College, Edathotty.
3. It was decided to send official mail seeking willingness of the above institution to accept the mentoring services offered by the college under the PARAMARSH scheme.

  
IQAC co-ordinator



## Minutes: of IQAC Meeting

**Date:** 23/01/2019

**Venue:** IQAC Room.

**Time:** 3:30 pm.

### Agenda:

1. Meeting of re-constituted IQAC.
2. Collection of parent's feedback and processing.
3. Criteria distribution.
4. Any the matter.


### Members Present:

1. Fr. Mathew Thekkemuriyil
2. Dr. Mini Joseph
3. Dr. Ousephachan K V
4. Fr. Jobi Jacob
5. Dr. Rency Kurian
6. Dr. Denny Philip
7. Deepu Joseph
8. James T J
9. Fr. Aneesh C A

### Minutes:

1. It was decided to conduct the first meeting of the re-constituted IQAC on 1<sup>st</sup> February 2019. The meeting also decided to hold regular meetings of the members of the college at least twice a month, on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays at 3:30 pm.
2. The questionnaire prepared for the collection of parent's feedback was approved with a few suggestions. Processing of the feedback was entrusted to Dr. Rejeesh C John, Dr. Rency Kurian and Dr. Anpin Raja.
3. Regarding the distribution of criteria each member was assigned one criteria each. They can co-opt one or two other members from the staff to help in preparing the questionnaire. This is to be presented in the next steering committee meeting. The criteria distribution is as follows:  

Criteria I	- Dr. Mini Joseph
Criteria II	- Dr. Denny Philip
Criteria III	- Dr. Rency Kurian
Criteria IV	- Fr. Aneesh C A
Criteria V	- Deepu Joseph
Criteria VI	- Fr. Jobi Jacob
Criteria VII	- Dr. Rejeesh C John
4. Next Meeting of the IQAC members in the college will be held on 04/02/2019 to discuss the first three criteria.
5. Mr. Jaison Joseph has been given charges of the Malayalam dept. co-ordinator.
6. Congratulated Malayalam department for beginning the certificate course in Contemporary Journalism.

  
IQAC co-ordinator



  
Principal  
Nirmalagiri College



## Minutes: of IQAC Meeting

**Date:** 04/02/2019

**Venue:** Seminar Hall.

**Time:** 3:30 pm.

**Agenda:**


1. Presentation and discussion of Criteria I, II and III.
2. Any other matter.

**Members Present:**

1. Dr. Mini Joseph
2. Dr. Rency Kurian
3. Dr. Rejeesh C. John
4. Dr. Denny Philip
5. Fr. Aneesh C A
6. Fr. Jobi Jacob

**Minutes:**

1. Criterion I was discussed in detail.
2. It was decided to introduce an academic Calendar separately from next academic year onwards. A committee was constituted for the same with Dr. Tessa George, Sri. Georgekutty Kuriakose and Dr. Manjusha Mathew as members.
3. Effective management of waste water and optimum utilization of available water resources were discussed.
4. It was decided to shift the smart board from the present class room to the Computer lab.
5. Counselling facility is to be revamped in collaboration with Christuraja Hospital, Thokkilangady.

  
IQAC Co-ordinator



Principal  
Nirmalagiri College



## Minutes: of IQAC Meeting

**Date:** 05/02/2019

**Venue:** IQAC room.

**Time:** 11 am.

**Agenda:**


1. Discussion of the criteria II, III and IV.

**Members Present:**

1. Dr. Ousephachan K V
2. Fr. Mathew Thekkemuriyil
3. Fr. Jobi Jacob
4. Dr. Denny Philip
5. Dr. Rency Kurian
6. Dr. Rejeesh C John
7. Fr. Aneesh C A
8. Deepu Joseph

**Minutes:**

1. Criterion II and III were discussed in detail and data to be collected separately from department and office were decided upon.
2. It was decided to implement Teachers diary on an immediate basis.
3. Course file is to be introduced in the next academic year.
4. It was decided to conduct a Cancer awareness programme in connection with World Cancer day 12/02/2019.
5. Internal academic audit of 2018-19 is to be held on June 6<sup>th</sup> and 7<sup>th</sup> with one member from outside the college. External audit is scheduled for June 27<sup>th</sup> and 28<sup>th</sup> of 2019.

  
IQAC co-ordinator



  
Principal  
Nirmalagiri College

## Minutes: of IQAC Meeting

**Date:** 08/03/2019

**Venue:** IQAC room.

**Time:** 12 pm.

### Agenda:


1. Discussion on AQAR format.
2. Meeting of department co-ordinators.
3. Any other matters.

### Members Present:

1. Dr. Ousephachan K V
2. Fr. Jobi Jacob
3. Dr. Denny Philip
4. Dr. Rency Kurian
5. Deepu joseph
6. Fr. Aneesh C A

### Minutes:

1. AQAR format was taken up for discussion up to criterion V. Aspects pertaining to departments, office, library and management are to be prepared separately for collecting data.
2. Meeting of department co-ordinators is scheduled for 14/032019 afternoon (3 pm).
3. It was suggested to install a complaint box for students to submit their grievances. Also facility for submission of the grievances is to be provided on the college website.
4. The meeting also decided to take steps to enrol the outgoing students in the alumni association before they leave the college.

  
IQAC co-ordinator



  
Principal  
Nirmalagiri College



## Minutes: of IQAC Meeting

**Date:** 14/03/2019

**Venue:** IQAC room.

**Time:** 12:30 pm.

### Agenda:


1. Discussion of AQAR format.
2. Any other matter.

### Members Present:

1. Fr. Mathew Thekkemuriyil
2. Dr. Ousephachan K V
3. Vineesh Sebastian
4. Dr. Anpin raja
5. Camillo Joseph
6. Dr. Sr. Manju O S
7. Shini George
8. Rekha Raj K
9. Dr. Sujamariyamma
10. Deepu Joseph
11. Dr. Sr. Celine Mathew C

### Minutes:

1. Decided to collect reports of all committees and departments of the academic year.
2. Proposed the following future plans-
  - a. Introduction and promotion of online classrooms.
  - b. Commencement of certificate courses in various departments.
  - c. Revamping the activities of clubs and associations.
  - d. Motivating and directing students to apply for different scholarships and free ships.
  - e. Revamping the activities of NSS and NCC.
  - f. Documentation of the history of the college.
  - g. Applying for new generation courses.
  - h. Restructuring and renewal of college website.
  - i. Follow up actions for RUSA funding.

  
IQAC co-ordinator

  
Principal  
Nirmalagiri College





## Action Taken Report

Meeting Date: 26/06/2018

### Agenda:

1. Conducting workshop for teachers.
2. Equipping computer lab for the workshop
3. New office for IQAC.
4. Conducting induction programme for 1<sup>st</sup> semester students.
5. Academic audit for the year 2017-2018.
6. Conducting teacher evaluation by students.
7. Printing of student progression register.
8. Purchasing a camera for IQAC.
9. Fund generation of IQAC activities.
10. Preparation of AQAR activities.
11. Any other matter.

### Minutes:

1. Decided to conduct one day seminar on 28/07/2018 for teachers and research scholars.
2. Decided to conduct an induction programme for IDC students, after the completion of admission process.
3. Decided to conduct teacher evaluation and academic audit.
4. Decided to place a request to PTA for financial assistance.
5. Decided to request the Manager to complete the following works, at the earliest;
  - a. Furnishing a new office for IQAC.
  - b. Printing student progression register.
  - c. To provide Wi-Fi facility /internet connectivity in computer Lab.
  - d. To provide L C D projector and Public Addressing system to computer lab.
  - e. To purchase a camera with accessories and video audio recording system for IQAC.

### Action Taken Report:

1. Conducted a seminar for teachers on 20/07/2018.
2. Conducted teacher evaluation by 27/07/2018.
3. Furnished the new IQAC room, purchased a camera, audio and video recording system for IQAC, provided Wi-Fi connection, LCD projector and access to public addressing system in computer lab.



IQAC Co-ordinator



Principal  
Nirmalagiri College



## Action Taken Report

**Meeting Date:** 13/07/2018

### Agenda:

1. Planning continuation - Acton plan
2. Evaluation of the progress of seminar preparations.
3. Green and Energy Audit
4. Any other matter.

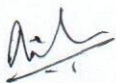
### Minutes:

It is decided to conduct the following during the academic 2018-19 year.

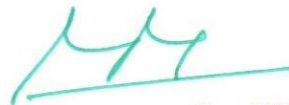
1. Academic Retreat
2. Administrative Audit year.
3. Placement and career guidance training programmes.
4. Orientation programme on revised NAAC assessment and accreditation frame work
5. Follow up actions for RUSA funding.
6. Renewal of College website.
7. Green audit.
8. Energy Audit.
9. Conduct seminars and workshops of national/international ambience
10. Conduct a meeting of department coordinators of IQAC on 28/07/2018 for the smooth conduction of the seminar.

### Action Taken Report:

1. Academic and administrative audits were conducted on 30/10/2018.
2. The 'Academic Retreat', comprising of result analysis evaluation of student progress and placement, has been conducted on 16/07/2018.
3. An Orientation program on revised NAAC assessment and accreditation frame work is conducted on 03/09/2018
4. Green audits and energy audits were conducted during this academic year.
5. A meeting of the department co-ordinators of IQAC was held on 27/07/2018.



IQAC co-ordinator



Principal  
Nirmalagiri College





## Action Taken Report

**Meeting Date:** 23/07/2018

**Agenda:**

1. Discussions on proposed seminar on 28/07/2018
2. Any other matters

**Minutes:**

1. Different committees were formed for the smooth conduct of seminar.

**Action Taken Report:**

1. A seminar was conducted on preparing for fourth cycle accreditation on 28/07/2018 handled by Dr. C P Ramashesh and Dr. P P Sajimon.

  
IQAC co-ordinator

  
Principal  
Nirmalagiri College



## Action Taken Report

**Meeting Date:** 27/07/2018

**Agenda:**

1. National seminar preparations – an evaluation
2. Any other matter.

**Minutes:**

1. Evaluate the progress of preparation of seminar.
2. Decided to upgrade mini auditorium – ceiling and light arrangements in the main auditorium.
3. Entrusted Dr. Nygil Thomas to take follow up action on RUSA funding.

**Action Taken Report:**

1. The seminar was successfully conducted as envisaged.
2. Mini-auditorium was upgraded with modern amenities for the conduct of a standard conference.
3. Follow up action on RUSA funding has been done by Dr. Nygil Thomas.



*IQAC co-ordinator*



Principal  
Nirmalagiri College





## Action Taken Report

**Meeting Date:** 03/08/2018

### Agenda:

1. Evaluations of National Seminar.
2. Entry level test for ISEM
3. Academic audit
4. Teacher evaluation by III and V semester students.

### Minutes:


1. Decided to provide separate evaluations forms for each sessions of the seminar.
2. Decided to conduct online entry level tests from next academic year onwards.
3. Sri. Deepu Joseph, Dr. Rency Kurian and Sri. Vineesh Sebastian are entrusted the duty of conducting entry level test
4. Student satisfaction survey may be conducted under the leadership of Dr. Anpin Raja R D, Sr. Manju O S and Dr. Sujamariyamma Joshua.
5. Reforms in teacher evaluation format will be made under the guidance of Dr. Rejeesh C John (convenor), Dr. Deepamol Mathew and Sri. Camillo will assist Dr. Rejeesh C John
6. Decided to conduct academic audit after Onam Holidays.

### Action Taken Report:

1. Evaluative report of the seminar held on 28/07/2018 is taken.
2. Online entry level test and SSS were conducted.
3. Reformulated the teacher evaluation structure.
4. Academic audit is conducted on 07/09/2018.



IQAC co-ordinator



Principal  
Nirmalagiri College

