

Minutes of IQAC Meeting

Date: 13-01-2022

Time: 03:35 PM

Mode: Offline

Venue: IQAC Room

Agenda:

1. Preparation of AQAR 2020-21.
2. Evaluation of the progress of SSR preparation.
3. Entry level test
4. Socio-economic survey of first year students.
5. Teacher evaluation
6. Any other matter.

Member Present:

1. Dr. Ousephachan K.V. (Chairman)
2. Dr. Sabu Sebastian (IQAC, Coordinator)
3. Mr. Deepu Joseph (Member)
4. Sr.Dr. Celine Mathew (Member)
5. Sr. Dr. Manju O.S. (Member)
6. Dr. T.K.Sebastian (Member)
7. Dr. Rejeesh C John (Member)
8. Dr. Denny Philip (Member)
9. Dr. Siby Philip (Member)
10. Mr. Edwin Jerard (Member)
11. Dr. Nygil Thomas (Member)

*** Committee members present signed in the Minutes Book Maintained by IQAC.

Decision Taken:

1. To conduct the entry level test for Ist DC Students in Online mode on Wednesday 19th January 2022.
2. The Socio Economic Survey of Ist DC Students shall be completed using MIS, with the assistance of Sri. Georgekutty P Kuriakose.
Teacher Evaluation will be completed by 30th January 2022. Dr. Siy Philip will coordinate the process.



Dr. Sabu Sebastian
IQAC Co-ordinator
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P.O. Nirmalagiri, Kannur 670304

Principal
Nirmalagiri College

Minutes of IQAC Meeting

Date: 17-02-2022

Time: 03:35 PM

Mode: Offline

Venue: IQAC Room

Agenda:

1. Preparation of AQAR 2020-21.
2. Conducting Student Satisfaction Survey
3. Participation in the Conference at Vimal Jyothi Engineering College, Chemperi.

Member Present:

1. Dr. Ousephachan K.V. (Chairman)
2. Dr. Sabu Sebastian (IQAC, Coordinator)
3. Mr. Edwin Jerard (Member)
4. Dr. Rejeesh C John (Member)
5. Dr. Denny Philip (Member)
6. Fr. Dr. Jobi Jacob (Member)
7. Dr. T.K. Sebastian (Member)
8. Sr. Dr. Manju O.S. (Member)
9. Dr. Finitha Jose (Member)
10. Sr. Dr. Celine Mathew (Member)
11. Fr. Dr. Martin Joseph (Member)
12. Dr. Siby Philip (Member)
13. Mr. Deepu Joseph (Member)
14. Dr. Nygil Thomas (Member)
15. Dr. Devasia M D (Member)

*** Committee members present signed in the Minutes Book Maintained by IQAC.

Decision Taken:

1. Criterion wise committee convenors are entrusted to prepare and collect data in the prescribed template on or before 01st March 2022
2. Decided to conduct a Student Satisfaction Survey through online mode, using the questionnaire on the NAAC website.
3. IQAC recommended to the Principal for granting financial assistance to the teachers who will attend the conference conducted by Vimal Jyothi Engineering College, Chemperi



Dr. Sabu Sebastian
IQAC Co-ordinator
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PEN: 470610

Principal
Nirmalagiri College

Minutes of IQAC Meeting

Date: 14-03-2022

Time: 03:35 PM

Mode: Offline

Venue: IQAC Room

Agenda:

1. Preparation of AQAR 2020-21
2. Conducting Academic and Administrative Audit

Member Present:

1. Dr. Ousephachan K.V. (Chairman)
2. Dr. Sabu Sebastian (IQAC, Coordinator)
3. Fr. Dr. Martin Joseph (Member)
4. Dr. T.K. Sebastian (Member)
5. Dr. Denny Philip (Member)
6. Fr. Dr. Jobi Jacob (Member)
7. Dr. Nygil Thomas (Member)
8. Dr. Siby Philip (Member)
9. Mr. Edwin Jerard (Member)

*** Committee members present signed in the Minutes Book Maintained by IQAC.

Decision Taken:

1. The committee evaluated the progress of AQAR preparation and discussed the draft of AQAR 2020-21.
2. Dr. Siby Philip is entrusted to conduct teacher evaluation.
3. Convenors of seven criteria are entrusted to collect supporting document for AQAR 2020-21
4. Decided to conduct Academic and Administrative audit in the last week of March 2022.

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Principal
Nirmalagiri College



Minutes of IQAC Meeting

Date: 15-06-2022

Time: 03:35 PM

Mode: Offline

Venue: IQAC Room

Agenda:

1. SSR Preparation
2. Meeting with Governing body
3. Planning various activities of the year
4. Activities under Paramarsh Scheme

Member Present:

1. Dr. Ousephachan K.V. (Chairman)
2. Dr. Sabu Sebastian (IQAC, Coordinator)
3. Fr. Dr. Martin Joseph (Member)
4. Dr. Rejeesh C John (Member)
5. Fr. Dr. Jobi Jacob (Member)
6. Dr. Siby Philip (Member)
7. Sr. Dr. Manju O.S. (Member)
8. Sr.Dr. Celine Mathew (Member)

*** Committee members present signed in the Minutes Book Maintained by IQAC.

Decision Taken:

1. To collect data for the QnMs of Criterion 1 and 2 in the prescribed NAAC format on or before July 31st 2022.
2. To present a report on SSR preparation in the Governing body on 20th June 2022.
3. To organise an induction programme for 1st year Degree students. It includes Vision and Mission of the college and the code of conduct of the students.
4. To conduct a mock visit on NAAC accreditation at Nava Jyothi Arts and Science College on their request.



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Principal
Nirmalagiri College

Minutes of IQAC Meeting

Date: 22-08-2022

Time: 02:45 PM

Mode: Offline

Venue: IQAC Room

Agenda:

1. Entry level test
2. Bridge course
3. Certificate course
4. SSR preparation
5. Opening Joint Account for IQAC

Member Present:

1. Dr. Ousephachan K.V. (Chairman)
2. Dr. Sabu Sebastian (Member)
3. Dr. Finitha Jose (Member)
4. Mr. Edwin Jerard (Member)
5. Dr. Denny Philip (Member)
6. Dr. Nygil Thomas (Member)
7. Mr. Deepu Joseph (Member)
8. Dr. Rejeesh C John (Member)
9. Dr. T. K. Sebastian (Member)

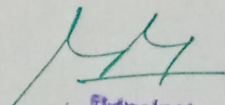
*** Committee members present signed in the Minutes Book Maintained by IQAC.

Decision Taken:

1. All Departments will conduct entry level test for Ist year degree students after the completion of their admission.
2. All Departments will conduct bridge course for Ist year degree students in the beginning of their regular class.
3. Decided to start new batch of certificate courses in department wise with proper changes.
4. Collect data for the QnMs of Criterion 3 and 4 in the prescribed NAAC format on or before August 30th 2022.
5. Decided to open and operate a joint account by the principal and IQAC coordinator for the transaction of IQAC fund in Canara Bank, Kuthuparamba Branch.




Dr. Sabu Sebastian
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Principal
Nirmalagiri College

Minutes of IQAC Meeting

Date: 02-11-2022

Time: 03:35 PM

Mode: Offline

Venue: IQAC Room

Agenda:

1. Conduct of an enrichment programme for Ind and IInd year students.
2. IPR Seminar for Students and Teachers
3. Legal Awareness programme for Ind and IInd year students.
4. Women empowerment programme

Member Present:

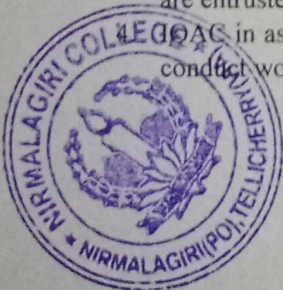
1. Dr. Ousephachan K.V. (Chairman)
2. Dr. Sabu Sebastian (Member)
3. Dr. Denny Philip (Member)
4. Mr. Edwin Jerard (Member)
5. Fr. Dr. Jobi Jacob (Member)
6. Dr. Siby Philip (Member)
7. Mr. Deepu Joseph (Member)
8. Fr. Dr. Martin Joseph (Member)
9. Dr. Finitha Jose (Member)
10. Dr. Rejeesh C John (Member)

*** Committee members present signed in the Minutes Book Maintained by IQAC.

Decision Taken:

1. Decided to conduct an enrichment programme for Ind and IInd year students on Motivation, Goal setting, and smart work. Sr. Dr. Rincy Elizabeth is entrusted to conduct this programme.
2. As per the mail from NIPAM (National Intellectual Property Awareness Mission) it is decided to conduct an awareness programme on IPR for our students and teachers. Dr. Sabu Sebastian, IQAC Coordinator is entrusted to conduct this programme.
3. IQAC in collaboration with Dept. of Legal Studies, Kannur University decided to conduct a legal awareness programme on inclusive environment. Departments of Malayalam and History are entrusted to conduct the same.

IQAC in association with Kerala Police, and Women Cell of Nirmalagiri College, decided to conduct women empowerment programme on self-defence.



Dr. Sabu Sebastian
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Principal
Nirmalagiri College

Action Taken Report

Meeting Date: 13-01-2022

Agenda:

1. Preparation of AQAR 2020-21.
2. Evaluation of the progress of SSR preparation.
3. Entry level test
4. Socio-economic survey of first year students.
5. Teacher evaluation
6. Any other matter.

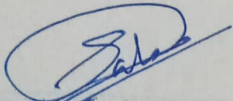
Decision Taken:

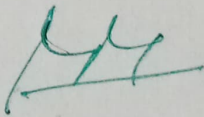
1. To conduct the entry level test for Ist DC Students in Online mode on Wednesday 19th January 2022.
2. The Socio Economic Survey of Ist DC Students shall be completed using MIS, with the assistance of Sri. Georgekutty P Kuriakose.
3. Teacher Evaluation will be completed by 30th January 2022. Dr. Siy Philip will coordinate the process.

Action Taken Report:

1. As per the decision of the IQAC meeting all UG departments conducted the entry level test for I DC students in online mode by the end of January 2022.
2. All Ist year degree tutors verified the data entered in the MIS and collected Socio-Economic data from the MIS, with the help of Sri. Georgekutty P Kuriakose, former Associate Professor of Physics.
3. The Teacher Evaluation process details will be discussed in the next IQAC Meeting.




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Principal
Nirmalagiri College

Action Taken Report

Meeting Date: 17-02-2022

Agenda:

1. Preparation of AQAR 2020-21.
2. Conduct Student Satisfaction Survey
3. Participation in the Conference at Vimal Jyothi Engineering College, Chemberi.

Decision Taken:

1. Criterion wise committee convenors are entrusted to prepare and collect data in the prescribed template on or before 01st March 2022
2. Decided to conduct a Student Satisfaction Survey through online mode, using the questionnaire on the NAAC website.
3. IQAC recommended to the Principal for granting financial assistance to the teachers who will attend the conference conducted by Vimal Jyothi Engineering College, Chemberi

Action Taken Report:

1. Convenors of first six criteria collected almost all data for AQAR 2020-21 and IQAC verified the data with the documents.
2. IQAC prepared a questionnaire for Students Satisfaction Survey and circulated a Google form of the same to all students through the tutors on 22-02-2022. A total of 985 students attended the survey. Students Satisfaction Survey was presented in front of the teaching staff on 21-03-2022.
3. Our teachers attend the conference conducted by Vimal Jyothi Engineering College on Research Methodology. Financial assistance for attending the conference were granted. Prof. Dr. Joby K Jose, Dept. of Statistics, Kannur University was the resource person of this conference.



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Nirmalagiri College

Action Taken Report

Meeting Date: 14-03-2022

Agenda:

1. Preparation of AQAR 2020-21
2. Conduct Academic and Administrative Audit

Decision Taken:

1. The committee evaluated the progress of AQAR preparation and discussed the draft of AQAR 2020-21.
2. Dr. Siby Philip is entrusted to conduct teacher evaluation.
3. Convenors of seven criteria are entrusted to collect supporting document for AQAR 2020-21
4. Decided to conduct Academic and Administrative audit in the last week of March 2022.

Action Taken Report:

1. Due to the Kannur University Semester exam, we were not able to conduct Teacher Evaluation.
2. IQAC formed Google drives and Google forms for collecting supporting documents of AQAR 2020-21. Collected documents were verified by IQAC.
3. Academic and administrative audit were conducted on 26-03-2022.



Dr. Sabu Sebastian
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Action Taken Report

Meeting Date: 15-06-2022

Agenda:

1. SSR Preparation
2. Meeting with Governing body
3. Planning various activities of the year
4. Activities under Paramarsh Scheme

Decision Taken:

1. To collect data for the QnMs of Criterion 1 and 2 in the prescribed NAAC format on or before July 31st 2022.
2. To present a report on SSR preparation in the Governing body on 20th June 2022.
3. To organise an induction programme for 1st year Degree students. It includes Vision and Mission of the college and the code of conduct of the students.
4. To conduct a mock visit on NAAC accreditation at Nava Jyothi Arts and Science College on their request.

Action Taken Report:

1. Data Templates were given to convenors of criteria for collecting data of criteria 1 and 2. IQAC consolidated the data collected by various committees and departments.
2. A blue print of SSR was presented in the combined meeting of the Governing Body members and staff members on 20th June 2022.
3. Induction ceremony was held on 24th August 2022 in Mar. Valloppilly Hall. Rev.Fr. Mathew Thekkemuriyil addressed the students and parents.
4. To assess the SSR and its preparation of Nava Jyothi Arts and Science College, we conducted a Mock visit on 23rd June 2022.



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Principal
Nirmalagiri College

Action Taken Report

Meeting Date: 22-08-2022

Agenda:

1. Entry level test
2. Bridge course
3. Certificate course
4. SSR preparation
5. Opening Joint Account for IQAC

Decision Taken:

1. All Departments will conduct entry level test for Ist year degree students after the completion of their admission.
2. All Departments will conduct bridge course for Ist year degree students in the beginning of their regular class.
3. Decided to start new batch of certificate courses in department wise with proper changes.
4. Collect data for the QnMs of Criterion 3 and 4 in the prescribed NAAC format on or before August 30th 2022.
5. Decided to open and operate a joint account by the principal and IQAC coordinator for the transaction of IQAC fund in Canara Bank, Kuthuparamba Branch.

Action Taken Report:

1. As per the direction of IQAC all departments conducted entry level test and bridge courses for Ist year UG students on the commencement of their class. Students were grouped on the basis of their performance in entry level test and formed peer groups and buddy groups.
2. Departments listed out their Certificate courses and submitted to IQAC. Principal granted permission to conduct Certificate courses
3. IQAC requested criteria members for collecting supporting documents of QIM, and IQAC directly collected QnM data of these criteria.
4. Opened an account in Canara Bank, Kuthuparamba for IQAC



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Principal
Nirmalagiri College

Action Taken Report

Meeting Date: 02-11-2022

Agenda:

1. Conduct of an enrichment programme for Ind and IInd year students.
2. IPR Seminar for Students and Teachers
3. Legal Awareness programme for Ind and IInd year students.
4. Women empowerment programme

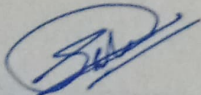
Decision Taken:

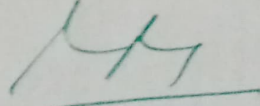
1. Decided to conduct an enrichment programme for Ind and IInd year students on Motivation, Goal setting, and smart work. Sr. Dr. Rincy Elizabeth is entrusted to conduct this programme.
2. As per the mail from NIPAM (National Intellectual Property Awareness Mission) it is decided to conduct an awareness programme on IPR for our students and teachers. Dr. Sabu Sebastian, IQAC Coordinator is entrusted to conduct this programme.
3. IQAC in collaboration with Dept. of Legal Studies, Kannur University decided to conduct a legal awareness programme on inclusive environment. Departments of Malayalam and History are entrusted to conduct the same.
4. IQAC in association with Kerala Police, and Women Cell of Nirmalagiri College, decided to conduct women empowerment programme on self-defence.

Action Taken Report:

1. IQAC in association with Dept. of Commerce Conducted an enrichment programme on "Question Hour", Better world Happiness programme for Ind and IInd year commerce students on 08-11-2022. Mr. Josi Joseph, Journalist and motivational speaker was the resource person.
2. IQAC and NIPAM jointly conducted a seminar on IPR for students and teachers on 18th November 2022. Mr. Sridhar Panchumarthi, Examiner of Patent and Design, Chennai was the resource person
3. IQAC, Dept. of Malayalam and Dept. of History jointly conducted legal awareness programme for students on 13-12-2022. Resources persons were from the Dept. of Legal studies, Kannur University.
4. Women Cell and IQAC jointly conducted a self-defence programme in association with Police Department.




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