

## Minutes: of IQAC Meeting

**Date:** 04/07/2019.

**Venue:** IQAC room.

**Time:** 2:00 pm.

### Agenda:


1. Activities of IQAC for the year 2019-20.
2. General Discussions.

### Members Present:

1. Dr. Ousephachan K V
2. Dr. Sabu Sebastian
3. Dr. Nygil Thomas
4. Dr. Sebastian T K
5. Dr. Manjusha Mathew
6. Dr. Denny Philip
7. Dr. Sr. Manju O S
8. Deepu Joseph
9. Fr. Jobi Jacob

### Minutes:

1. Maintain activity register.
2. Maintain student progression book hard copy.
3. Collect details of the students who passed out during last three batches.
4. New developments of student progression should be studied in detail.
5. Soft copy and hard copy of student progression should be kept.
6. Common database should be maintained.
7. Collect the opinion of Georegekutty P Kuriakose on implementation of MIS.
8. Academic and social extension activities should be planned.
9. Dr. Sebastian T K will give a presentation on NAAC guidelines on Monday.

  
Dr. Sabu Sebastian  
IQAC Co-ordinator  
Nirmalagiri College  
P.O. Nirmalagiri, Kannur-670701  
PEN: 470610

  
Principal  
Nirmalagiri College



## Minutes: of IQAC Meeting

**Date:** 15/07/2019.

**Venue:** IQAC room.

**Time:** 3:30 pm.

### Agenda:

1. Planning of IQAC activities 2019-20.

### Members Present:

1. Dr. Ousephachan K V
2. Dr. Sabu Sebastian
3. Deepu Joseph
4. Dr. Rejeesh C John
5. Dr. Sebastian T K
6. Dr. Finitha Jose
7. Dr. Nygil Thomas
8. Dr. Siby Philip

### Minutes:

1. It is decided to entrust the following teachers to study the criteria I to VII.
  - a. Criterion I: Curricular aspects – Dr. Sebastian T K and Sri Jaison Joseph
  - b. Criterion II: Teaching, learning and evaluation – Dr. Denny Philip and smt. Reshmi.
  - c. Criterion III: Research innovations and extension – Dr. Nygil Thomas and Dr. Siby Philip.
  - d. Criterion IV: Infrastructure and learning resources – Dr. Rejeesh C John and Fr. Aneesh C A.
  - e. Criterion V: Students support and progression – Mr. Deepu Joseph and Manu K M.
  - f. Criterion VI: Grievances, leadership and management – Fr. Martin Joseph and Dr. Joji Kurian.
  - g. Criterion VII: Institutional values and best practice – Dr. Finitha Jose and Dr. Manjusha Mathew.



Dr. Sabu Sebastian  
IQAC Co-ordinator  
Nirmalagiri College  
P.O. Nirmalagiri, Kannur-670701  
PEN: 470610



Principal  
Nirmalagiri College





## Minutes: of IQAC Meeting

**Date:** 25/07/2019.

**Venue:** IQAC room.

**Time:** 3:30 pm.

1. Planning of IQAC activities

### Members Present:

1. Dr. Ousephachan K V
2. Dr. Sabu Sebastian
3. Fr. Martin Joseph
4. Dr. Sr. Celine Mathew C
5. Dr. Sebastian T K
6. Dr. Denny Philip
7. Dr. Rejeesh C John
8. Deepu Joseph
9. Dr. Siby Philip
10. Dr. Nygil Thomas

### Minutes:

1. Decided to conduct a workshop on Google class room and Google form. Dr. Siby Philip will give hands on training on the topic.
2. Decided to celebrate the notable performance in NIRF ranking.
3. Decided to conduct academic and administrative audit.
4. Conduct workshop on career advancement for teachers and administrative staffs.
5. Conduct awareness program for students on cyber ethics.
6. Mind mastering for excellence – decided to conduct the program for motivation and empowerment of students
7. Decided to conduct talks and classes of illustrious alumnae.
8. Decided to motivate all departments to start certificate courses.

Dr. Sabu Sebastian  
IQAC Co-ordinator  
Nirmalagiri College  
P.O. Nirmalagiri, Kannur-670701  
PEN: 470610

Principal  
Nirmalagiri College



## Minutes: of IQAC Meeting

**Date:** 05/08/2019.

**Venue:** IQAC room.

**Time:** 3:30 pm.

### Agenda:

1. Criteria wise discussion
2. Action plan (Continuation)

### Members Present:

1. Dr. Ousephachan K V
2. Dr. Sabu Sebastian
3. Fr. Mathew Thekkemuriyil
4. Deepu Joseph
5. Dr. Sebastian T K
6. Dr. Finitha Jose
7. Dr. Siby Philip
8. Dr. Nygil Thomas
9. Dr. Sr. Manju O S
10. Fr. Martin Joseph
11. Fr. Jobi Jacob
12. Dr. Rejeesh C John

### Minutes:

1. A committee is constituted for collecting student feedback.
2. To prepare budget for the financial year, for this to constitute a committee under the leadership of College Bursar.
3. Conduct an internal audit in September 2019.
4. Conduct a workshop for the young teachers who are seeking promotion.
5. Take steps for getting more PG courses.
6. Recruitment of permanent teaching and administrative staff for the smooth function of departments and college office.
7. Infrastructure development initiatives under RUSA and management.
8. Modernisation and up gradation of auditorium and mini auditorium.
9. Sharing the expertise of the college for the accreditation process of neighbouring colleges.



Dr. Sabu Sebastian  
IQAC Co-ordinator  
Nirmalagiri College  
P.O. Nirmalagiri, Kannur-670701  
PEN: 470610



Principal  
Nirmalagiri College



## Minutes: of IQAC Meeting

**Date:** 03/09/2019.

**Venue:** IQAC room.

**Time:** 12:30 pm.

### Agenda:


1. Internal audit.

### Members Present:

1. Dr. Ousephachan K V
2. Dr. Sabu Sebastian
3. Dr. Denny Philip
4. Dr. Anpin Raja
5. Camillo Joseph
6. Vineesh Sebastian.
7. Dr. Siby Philip
8. Dr. Rency Kurian
9. Dr. Sr. Celine Mathew
10. Dr. Sr. Manju O S
11. Shini George
12. Manu K M
13. Deepu Joseph
14. Deepthi Lisbeth K
15. Dr. Sujamariyamma Joshua

### Minutes:

1. Forms of academic audits are distributed.
2. It is decided to conduct entry level test as early as possible.
3. Conduct an international seminar jointly by the language departments.

  
Dr. Sabu Sebastian  
IQAC Co-ordinator  
Nirmalagiri College  
P.O. Nirmalagiri, Kannur-670701  
PEN: 470610



Principal  
Nirmalagiri College





## Minutes: of IQAC Meeting

**Date:** 18/09/2019.

**Venue:** IQAC room.

**Time:** 2:30 pm.

### Agenda:


1. Internal audit.
2. PARAMARSH
3. Placement/ promotion training.

### Members Present:

1. Dr. Ousephachan K V
2. Dr. Sabu Sebastian
3. Dr. Rejeesh C John
4. Dr. Sr. Celine Mathew C
5. Dr. Sr. Manju O S
6. Dr. Sebastian T K
7. Dr. Siby Philip
8. Dr. Nygil Thomas
9. Dr. Deepu Joseph
10. Fr. Martin Joseph

### Minutes:

1. IQAC coordinator is entrusted to prepare a schedule of internal audit.
2. A sub-committee is constituted for applying PARAMARSH. Members are Dr. Sabu Sebastian, Dr. Sebastian T K, Dr. Rejeesh C John, Dr. Denny Philip and Dr. Siby Philip.
3. It is decided to conduct a workshop on placement training on 23/09/2019.
4. Decided to conduct a workshop on outcome based education for first year degree students.

  
Dr. Sabu Sebastian  
IQAC Co-ordinator  
Nirmalagiri College  
P.O. Nirmalagiri, Kannur-670701  
PEN: 470610

  
Principal  
Nirmalagiri College



## Minutes: of IQAC Meeting

**Date:** 14/11/2019.

**Venue:** IQAC room.

**Time:** 1:15 pm.

### Agenda:

1. AQAR
2. Any other matter.

### Members Present:

1. Bp. Joseph Pamplany
2. Fr. Mathew Thekkemuriyil
3. Dr. Ousephachan K V
4. Dr. Sabu Sebastian
5. Dr. Finitha Jose
6. Dr. Nygil Thomas
7. Dr. Siby Philip
8. Dr. Sebastian T K
9. Dr. Sr. Manju O S
10. Dr. Denny Philip
11. Dr. Rejeesh C John
12. Deepu Joseph

### Minutes:

1. It is decided to divide the items of the Performa of AQAR subdivisions and allot specific subdivisions to individuals.
2. It is decided to conduct a seminar on learning management system in the summer vacation.
3. Decided to motivate remaining departments to start certificate courses at the earliest.

Dr. Sabu Sebastian  
IQAC Co-ordinator  
Nirmalagiri College  
P.O. Nirmalagiri, Kannur-670701  
PEN: 470610

Principal  
Nirmalagiri College



## Minutes: of IQAC Meeting

**Date:** 07/01/2020.

**Venue:** IQAC room.

**Time:** 3:30 pm.

**Agenda:**

1. Primary visit at mentee institutions.
2. Any other matter.

**Members Present:**

1. Dr. Ousephachan K V
2. Dr. Sabu Sebastian
3. Fr. Mathew Thekkemuriyil
4. Dr. Sebastian T K
5. Dr. Siby Philip
6. Dr. Finitha Jose
7. Deepu joseph

**Minutes:**

1. Clarification regarding the deadline of PARAMARSH project. Decision is made to contact the authorities about the time period allotted to the utilization of funds under this head.
2. To get a first-hand response of the accreditation in the new pattern, it is decided to interact with IQAC of a recently accredited college.

Dr. Sabu Sebastian  
IQAC Co-ordinator  
Nirmalagiri College  
P.O. Nirmalagiri, Kannur-670701  
PEN: 470610

Principal  
Nirmalagiri College





## Minutes: of IQAC Meeting

**Date:** 29/01/2020.

**Venue:** IQAC room.

**Time:** 12:30 pm.

### Agenda:

1. PARAMARSH – Inauguration
2. Any other matter.

### Members Present:

1. Dr. Ousephachan K V
2. Fr. Mathew Thekkemuriyil
3. Fr. Jobi Jacob
4. Dr. Sebastian T K
5. Dr. Denny Philip
6. Fr. Martin Joseph

### Minutes:

1. To constitute a sub-committee for planning the activities of PARAMARSH. Committee

#### Members:

1. Dr. Sebastian T K
2. Dr. Denny Philip
3. Dr. Rejeesh C John
4. Dr. Sabu Sebastian
5. Dr. Siby Philip

  
Principal  
Nirmalagiri College



Dr. Sabu Sebastian  
IQAC Co-ordinator  
Nirmalagiri College  
P.O. Nirmalagiri, Kannur-670701  
PEN: 470610

## Minutes: of IQAC Meeting

**Date:** 05/02/2020

**Venue:** IQAC room.

**Time:** 12:30 pm.

### Agenda:

1. PARAMARSH
2. Socio-economic survey, teacher evaluation, student survey.
3. Result evaluation

### Members Present:

1. Fr. Shaji Thekkemuriyil
2. Dr. Ousephachan k V
3. Dr. T K Sebastian
4. Dr. Denny Philip
5. Fr. Martin Joseph
6. Dr. Sr. Celine Mathew C
7. Dr. Nygil Thomas
8. Deepu Joseph
9. Dr. Siby Philip
10. Dr. Sabu Sebastian

### Minutes:

1. Decided to hold an inauguration meeting for the PARAMARSH scheme.
2. Decided to invite the V C of Kannur University as the chief guest.
3. Publicity – Deepu Joseph.
4. Files and stationary materials – Dr. T K Sebastian.
5. Reception and food – Dr. Sr. Celine Mathew C.
6. Stage arrangements – Fr. Martin Joseph.
7. Result evaluation – a datasheet to be circulated among department co-ordinators and IQAC to consolidate the results and present it.
8. Registration – Dr. Nygil Thomas and Dr. Finitha Jose.
9. Decided to constitute a student IQAC next year with a teacher in charge-Fr. Martin Joseph.



Dr. Sabu Sebastian  
IQAC Co-ordinator  
Nirmalagiri College  
P.O. Nirmalagiri, Kannur-670701  
PEN: 470610



Principal  
Nirmalagiri College





## Minutes: of IQAC Meeting

**Date:** 20/03/2020

**Venue:** IQAC room.

**Time:** 11:00 pm.

### Agenda:

1. PARAMARSH scheme – Seminar at mentee colleges – Evaluation
2. Academic planning for 2020-21.
3. Data collection – Strategies

### Members Present:

1. Fr. Mathew Thekkemuriyil
2. Dr Ousephachan K V
3. Dr. Sabu Sebastian
4. Dr. Rejeesh C John
5. Dr. Sebastian T K
6. Edwin Jerard
7. Dr. Finitha Jose
8. Deepu joseph
9. Fr. Jobi Jacob
10. Fr. Martin Joseph

### Minutes:

1. Dr. Sabu Sebastian briefed about the seminars conducted at three of the mentee institution under the PARAMARSH scheme.
2. Fr. Mathew Thekkemuriyil congratulated the IQAC members for successfully organizing the seminars.
3. Dr. Ousephachan K V, the Principal emphasized the need for better planning for the next academic year. Orientation program for II and III DC shall be arranged in the beginning of the academic year itself. A one week camp orientation program for I DC too shall be conducted soon after their admission.
4. Sri. Edwin Jerard pointed out the need for updating the college website in time with the SSA/IIQA being uploaded. Server space has to be ensured for uploading files exceeding 5 MB.
5. Manu K M, Dr. Siby Philip and Edwin Jerard are entrusted with the feasibility study of establishing a management information system for the college.
6. To improve the reading room facilities for students.
7. A criteria wise discussion and brain storming session to be arranged for teachers on Thursday, 26/03/2020 and presentation to be done.
8. Entrusted the duty of data consolidation for 2018-19(for AQAR) with Dr. Finitha Jose, Edwin Jerard, Dr. Siby Philip, Deepu Joseph and Shini George.
9. The issue faced in running the canteen effectively was discussed.
10. A meeting of the department coordinators will be conducted on Tuesday, 24/03/2020.



**Dr. Sabu Sebastian**  
IQAC Co-ordinator  
Nirmalagiri College  
P.O. Nirmalagiri, Kannur-670701  
PEN: 470610



**Principal**  
Nirmalagiri College





## Action Taken Report

**Meeting Date:** 04/07/2019

### Agenda:

1. Activities of IQAC for the year 2019-20.
2. General Discussions.

### Minutes:

1. Maintain activity register.
2. Maintain student progression book hard copy.
3. Collect details of the students who passed out during last three batches.
4. New developments of student progression should be studied in detail.
5. Soft copy and hard copy of student progression should be kept.
6. Common database should be maintained.
7. Collect the opinion of Georegekutty P Kuriakose on implementation of MIS.
8. Academic and social extension activities should be planned.
9. Dr. Sebastian T K will give a presentation on NAAC guidelines on Monday.

### Action Taken Report:

1. Documentation of student progression at department level initiated from 2019-20 academic year onwards.
2. A presentation of the NAAC guidelines has been held on 19/07/2019.

Dr. Sabu Sebastian  
IQAC Co-ordinator  
Nirmalagiri College  
P.O. Nirmalagiri, Kannur-670701  
PEN: 470610

Principal  
Nirmalagiri College



# Action Taken Report

**Meeting Date:** 15/07/2019

## Agenda:

1. Planning of IQAC activities 2019-20.

## Minutes:

1. It is decided to entrust the following teachers to study the criteria I to VII.
  - a. Criterion I: Curricular aspects – Dr. Sebastian T K and Sri Jaison Joseph
  - b. Criterion II: Teaching, learning and evaluation – Dr. Denny Philip and smt. Reshmi.
  - c. Criterion III: Research innovations and extension – Dr. Nygil Thomas and Dr. Siby Philip.
  - d. Criterion IV: Infrastructure and learning resources – Dr. Rejeesh C John and Fr. Aneesh C A.
  - e. Criterion V: Students support and progression – Mr. Deepu Joseph and Manu K M.
  - f. Criterion VI: Grievances, leadership and management – Fr. Martin Joseph and Dr. Joji Kurian.
  - g. Criterion VII: Institutional values and best practice – Dr. Finitha Jose and Dr. Manjusha Mathew.

## Action Taken Report:

1. Following teachers were assigned seven criteria for closure examination and finding out areas where college can do well in future.
  - a. Criterion I: Curricular aspects – Dr. Sebastian T K and Sri Jaison Joseph
  - b. Criterion II: Teaching, learning and evaluation – Dr. Denny Philip and Smt. Reshmi.
  - c. Criterion III: Research innovations and extension – Dr. Nygil Thomas and Dr. Siby Philip.
  - d. Criterion IV: Infrastructure and learning resources – Dr. Rejeesh C John and Fr. Aneesh C A.
  - e. Criterion V: Students support and progression – Mr. Deepu Joseph and Manu K M.
  - f. Criterion VI: Grievances, leadership and management – Fr. Martin Joseph and Dr. Joji Kurian.
  - g. Criterion VII: Institutional values and best practice – Dr. Finitha Jose and Dr. Manjusha Mathew.



Dr. Sabu Sebastian  
IQAC Co-ordinator  
Nirmalagiri College  
P.O. Nirmalagiri, Kannur-670701  
PEN: 470610



Principal  
Nirmalagiri College





# Action Taken Report

**Meeting Date:** 25/07/2019

**Time:** 3:30 pm.

1. Planning of IQAC activities

## Minutes:

1. Decided to conduct a workshop on Google class room and Google form. Dr. Siby Philip will give hands on training on the topic.
2. Decided to celebrate the notable performance in NIRF ranking.
3. Decided to conduct academic and administrative audit.
4. Conduct workshop on career advancement for teachers and administrative staffs.
5. Conduct awareness program for students on cyber ethics.
6. Mind mastering for excellence – decided to conduct the program for motivation and empowerment of students
7. Decided to conduct talks and classes of illustrious alumnae.
8. Decided to motivate all departments to start certificate courses.

## Action Taken Report:

1. Dr. Siby Philip presented a class for the teachers on Google classroom and Google forms on 29/07/2019.
2. A college level celebration of NIRF rank was conducted.
3. Academic and administrative audits conducted for the year 2019-20.
4. A workshop on career advancement for teachers and administrative staff has been arranged.
5. A training program for students in mind mastering for excellence under the auspices of career guidance cell is conducted.
6. To maintain the academic bondage between college and alumni, a program called talks by illustrious alumina started in the department of chemistry.
7. After proper review of the on-going certificate courses and their syllabus, respective departments started new courses.



Dr. Sabu Sebastian  
IQAC Co-ordinator  
Nirmalagiri College  
P.O. Nirmalagiri, Kannur-670701  
PEN: 470610



Principal  
Nirmalagiri College





## Action Taken Report

**Meeting Date:** 05/08/2019

### Agenda:

1. Criteria wise discussion
2. Action plan (Continuation)

### Minutes:

1. A committee is constituted for collecting student feedback.
2. To prepare budget for the financial year, for this to constitute a committee under the leadership of College Bursar.
3. Conduct an internal audit in September 2019.
4. Conduct a workshop for the young teachers who are seeking promotion.
5. Take steps for getting more PG courses.
6. Recruitment of permanent teaching and administrative staff for the smooth function of departments and college office.
7. Infrastructure development initiatives under RUSA and management.
8. Modernisation and up gradation of auditorium and mini auditorium.
9. Sharing the expertise of the college for the accreditation process of neighbouring colleges.

### Action Taken Report:

1. Constituted a committee for collecting student feedback. Dr. Sujamariamamma Joushua convened the committee.
2. A committee is constituted, as Bursar Fr. Mathew Thekkemuriyil the convener, to prepare budget for the entire college during the year 2019-20.
3. The internal academic audit of the college is conducted early December 2019.
4. The College applied for more PG courses.
5. The IQAC requested the management to speed up the appointment of teaching and administrative staff.
6. The IQAC monitored the infrastructure development initiatives in library and in the main building under RUSA funding.
7. The College has signed MOU with five mentee colleges to share our expertise for the quality enhancement and accreditation initiatives of respective colleges.



Dr. Sabu Sebastian  
IQAC Co-ordinator  
Nirmalagiri College  
P.O. Nirmalagiri, Kannur-670701  
PEN: 470610



Principal  
Nirmalagiri College



## Action Taken Report

**Meeting Date:** 03/09/2019

**Agenda:**

1. Internal audit.

**Minutes:**

1. Forms of academic audits are distributed.
2. It is decided to conduct entry level test as early as possible.
3. Conduct an international seminar jointly by the language departments.

**Action Taken Report:**

1. Finalized the format for Academic Audit and has been distributed to the Head of the Departments. The department lever auditing has been successfully completed by 30/10/2019.
2. The entry level test for I year UG has been completed by end of 30/10/2019
3. The international seminar jointly by three language departments, Malayalam, Hindi and English, proposed by IQAC is organized and 273 participants from different higher educational institutions benefited from the program.

Dr. Sabu Sebastian  
IQAC Co-ordinator  
Nirmalagiri College  
P.O. Nirmalagiri, Kannur-670701  
PEN: 470610

Principal  
Nirmalagiri College





## Action Taken Report

**Meeting Date:** 18/09/2019

**Agenda:**

1. Internal audit.
2. PARAMARSH
3. Placement/ promotion training.

**Minutes:**

1. IQAC coordinator is entrusted to prepare a schedule of internal audit.
2. A sub-committee is constituted for applying PARAMARSH. Members are Dr. Sabu Sebastian, Dr. Sebastian T K, Dr. Rejeesh C John, Dr. Denny Philip and Dr. Siby Philip.
3. It is decided to conduct a workshop on placement training on 23/09/2019.
4. Decided to conduct a workshop on outcome based education for first year degree students.

**Action Taken Report:**

1. The application for PARAMARSH Scheme is submitted on time.
2. A workshop on promotion and placement is conducted on 23/09/2019. Dr. T. Mohamed Saleem interacted with the teachers on this topic.
3. A workshop for the first year students on Outcome Based Learning (OBL) was organized under the auspices of IQAC on 20/11/2021.

**Dr. Sabu Sebastian**  
IQAC Co-ordinator  
Nirmalagiri College  
P.O. Nirmalagiri, Kannur-670701  
PEN: 470610



**Principal**  
Nirmalagiri College



# Action Taken Report

**Meeting Date:** 14/11/2019

**Agenda:**

1. AQAR
2. Any other matter.

**Minutes:**

1. It is decided to divide the items of the Performa of AQAR subdivisions and allot specific subdivisions to individuals.
2. It is decided to conduct a seminar on learning management system in the summer vacation.
3. Decided to motivate remaining departments to start certificate courses at the earliest.

**Action Taken Report:**

1. The proforma for collection of the details for AQAR is distributed and respective subcommittees collected the required information for further processing.
2. A workshop on LMS, has been offered to the teachers.
3. A committee for studying the feasibility of Certificate Courses in different subjects, in which it has not yet been started, is constituted to study the feasibility.

Dr. Sabu Sebastian  
IQAC Co-ordinator  
Nirmalagiri College  
P.O. Nirmalagiri, Kannur-670701  
PEN: 470610

Principal  
Nirmalagiri College



# Action Taken Report

**Meeting Date:** 07/01/2020

**Agenda:**

1. Primary visit at mentee institutions.
2. Any other matter.

**Minutes:**

1. Clarification regarding the deadline of PARAMARSH project. Decision is made to contact the authorities about the time period allotted to the utilization of funds under this head.
2. To get a first-hand response of the accreditation in the new pattern, it is decided to interact with IQAC of a recently accredited college.

**Action Taken Report:**

1. A detailed plan is chocked out for the conduct of PARAMARSH project.
2. The plan to visit a recently accredited college has not been put into practice due to Covid lockdown.

Dr. Sabu Sebastian  
IQAC Co-ordinator  
Nirmalagiri College  
P.O. Nirmalagiri, Kannur-670701  
PEN: 470610

Principal  
Nirmalagiri College



# Action Taken Report

**Meeting Date:** 29/01/2020

**Agenda:**

1. PARAMARSH – Inauguration
2. Any other matter.

**Minutes:**

1. To constitute a sub-committee for planning the activities of PARAMARSH. Committee

Members:

1. Dr. Sebastian T K
2. Dr. Denny Philip
3. Dr. Rejeesh C John
4. Dr. Sabu Sebastian
5. Dr. Siby Philip

**Action Taken Report:**

1. The committee constituted for planning the activities under PARAMARSH, discussed the steps to be taken to prepare the mentee colleges for accreditation. The committee decided to conduct an inauguration cum orientation programme for the representatives of each college on 17/02/2020. Subsequently a college level visit to prepare the colleges for accreditation has also been planned during this academic year.

Dr. Sabu Sebastian  
IQAC Co-ordinator  
Nirmalagiri College  
P.O. Nirmalagiri, Kannur-670701  
PEN: 470610

Principal  
Nirmalagiri College





# Action Taken Report

**Meeting Date:** 05/02/2020

## Agenda:

1. PARAMARSH
2. Socio-economic survey, teacher evaluation, student survey.
3. Result evaluation

## Minutes:

1. Decided to hold an inauguration meeting for the PARAMARSH scheme.
2. Decided to invite the V C of Kannur University as the chief guest.
3. Publicity – Deepu Joseph.
4. Files and stationary materials – Dr. T K Sebastian.
5. Reception and food – Dr. Sr. Celine Mathew C.
6. Stage arrangements – Fr. Martin Joseph.
7. Result evaluation – a datasheet to be circulated among department co-ordinators and IQAC to consolidate the results and present it.
8. Registration – Dr. Nygil Thomas and Dr. Finitha Jose.
9. Decided to constitute a student IQAC next year with a teacher in charge-Fr. Martin Joseph.

## Action Taken Report:

1. The inauguration of the PARAMARSH scheme was held on 17.02.2020. Prof. Gopinath Ravindran, the VC of Kannur University was the chief guest.
2. The department level result of both PG and UG courses for the year 2019-20 was collected by the IQAC through a questionnaire.
3. A detailed presentation of the result analysis didn't take place due to covid lockdown.
4. Further, due to covid lockdown the proposal to organize a student IQAC is not implemented as scheduled.

**Dr. Sabu Sebastian**  
IQAC Co-ordinator  
Nirmalagiri College  
P.O. Nirmalagiri, Kannur-670701  
PEN: 470610

**Principal**  
Nirmalagiri College



## Action Taken Report

**Meeting Date:** 20/03/2020

### Agenda:

1. PARAMARSH scheme – Seminar at mentee colleges – Evaluation
2. Academic planning for 2020-21.
3. Data collection – Strategies

### Minutes:

1. Dr. Sabu Sebastian briefed about the seminars conducted at three of the mentee institution under the PARAMARSH scheme.
2. Fr. Mathew Thekkemuriyil congratulated the IQAC members for successfully organizing the seminars.
3. Dr. Ousephachan K V, the Principal emphasized the need for better planning for the next academic year. Orientation program for II and III DC shall be arranged in the beginning of the academic year itself. A one week camp orientation program for I DC too shall be conducted soon after their admission.
4. Sri. Edwin Jerard pointed out the need for updating the college website in time with the SSA/IIQA being uploaded. Server space has to be ensured for uploading files exceeding 5 MB.
5. Manu K M, Dr. Siby Philip and Edwin Jerard are entrusted with the feasibility study of establishing a management information system for the college.
6. To improve the reading room facilities for students.
7. A criteria wise discussion and brain storming session to be arranged for teachers on Thursday, 26/03/2020 and presentation to be done.
8. Entrusted the duty of data consolidation for 2018-19(for AQAR) with Dr. Finitha Jose, Edwin Jerard, Dr. Siby Philip, Deepu Joseph and Shini George.
9. The issue faced in running the canteen effectively was discussed.
10. A meeting of the department coordinators will be conducted on Tuesday, 24/03/2020.

### Action Taken Report:

1. The orientation envisaged in the meeting couldn't materialize due covid pandemic.
2. The MIS developed by Sri. Georgekutty P Kuriakose, our alumna and former teacher is installed for operation of the college.
3. The reading facility in the library has been upgraded.
4. The criterion wise discussion scheduled on 26.03.2020 has not been materialized due to lockdown.

**Dr. Sabu Sebastian**  
IQAC Co-ordinator  
Nirmalagiri College  
P.O. Nirmalagiri, Kannur-670701  
PEN: 470610



**Principal**  
Nirmalagiri College