

**PROCEEDINGS OF THE PRINCIPAL, NIRMALA COLLEGE OF ARTS & SCIENCE, MELOOR**


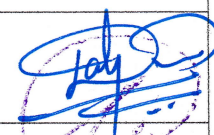


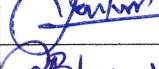









**Constitution of Internal Quality Assurance Cell (IQAC) –Sanctioned Orders - issued**

**Dated: 01-06-2018**

**Read: Resolutions of the Staff Council held on 01-06-2018**

**ORDER**

With reference to the above, Internal Quality Assurance Cell (IQAC) comprising the following members has been constituted w.e.f. 01-06-2018 for a period of three years, or until further orders are issued.

SL. NO.	NAME	DESIGNATION BY NAAC	OFFICIAL DESIGNATION	SIGNATURE
1	Prof. Murukan Babu C R	Chairman	Principal	
2	Ms. Daly Sajeew	Member Management Representative	Vice Chairperson	
3	Dr. Joju.C Akkara	IQAC Coordinator	Vice Principal	
4	Ms. Lekha Vasudevan	Member Teachers	Assistant Professor	
5	Mr. Jaisemon Jacob		Assistant Professor	
6	Dr. Bindu V		Assistant Professor	
7	Ms. Shibi Gopi		Assistant Professor	
8	Ms. Sindu Francis		Assistant Professor	
8	Mr. Varghese P.A	Member – Senior Admin Officer	Office Superintendent	
9	Mr. Shahafas K.A	Member - Student	Student	
10	Ms. Anjana Lenin	Member - Alumni	Alumni	
11	Mr. Bibin Raj	Member – Local Society	Ward member, Meloor Grama panchayat	
12	Mr. Sinjith S	Member Stakeholder -	ICT Regional Manager, Central	
13	Mr. S. Gopinath IPS	Member Stakeholder -	Retd. IG of Police	





## INTERNAL QUALITY ASSURANCE CELL(IQAC)

01-06/2018

### CIRCULAR

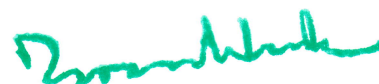
It is proposed to hold the IQAC meeting on 04/06/2018 at 10 AM in the IQAC Room . Kindly request all members of the IQAC to ensure their attendance at the meeting without fail.

### AGENDA

- Welcome and Introduction
- Review of Previous Minutes
- Progress Review on Strategic Goals
- Progress Review on Strategic Goals
- Curricular Aspects and Academic Activities
- Research, Innovations, and Extension
- Infrastructure and Learning Resources
- Student Support and Progression
- Governance, Leadership, and Management
- Any Other Business (AOB)



IQAC COORDINATOR

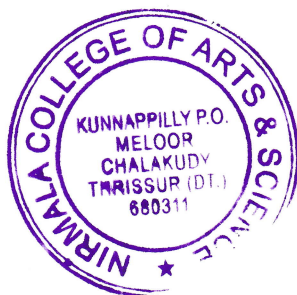


PRINCIPAL

**Prof. Murukan Babu C. R.**  
Principal  
Nirmala College of Arts & Science  
Meloar, Chalakudy

Copy to:

1. The chairman
2. All IQAC Committee member
3. File







## Internal Quality Assurance Cell (IQAC) Meeting

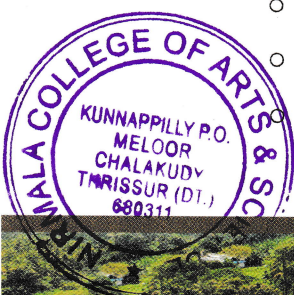
**Date: Time:** 04/06/2018

**Venue:** IQAC Room

**Time :** 10 AM

### Agenda Items:

- **Welcome and Introduction**
  - Brief introduction of members present
  - Confirmation of quorum
- **Review of Previous Minutes**
  - Review and approval of minutes from the last IQAC meeting
- **Progress Review on Strategic Goals**
  - Discuss progress made towards achieving the criteria-wise strategic goals
  - Identify any challenges faced and propose solutions
- **Curricular Aspects and Academic Activities**
  - Overview of the current academic programs offered
  - Discussion on any proposed changes or updates to the curriculum
  - Review of academic calendar for upcoming semesters
  - Feedback on the effectiveness of teaching methods and learning outcomes
  - Assessment of the internal evaluation methods (assignments, exams, etc.)
  - Discussion on the integration of ICT and online platforms for learning
- **Research, Innovations, and Extension**
  - Update on recent national seminars, workshops, or research initiatives
  - Discussion on encouraging more research activities among faculty and students
  - Feedback on the implementation of innovative teaching methodologies
- **Infrastructure and Learning Resources**
  - Review of the physical facilities and learning resources available
  - Evaluation of the library facilities and digital resources
  - Discussion on improvements or expansions needed in infrastructure



*Murukan Babu C. R.*  
**Prof. Murukan Babu C. R.**  
Principal  
Nirmala College of Arts & Science  
Meloar, Chalakudy







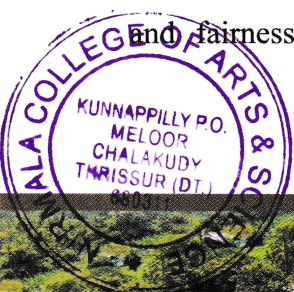
- **Student Support and Progression**
  - Review of student support services (mentoring, counselling, career guidance)
  - Analysis of placement and internship activities and outcomes
  - Feedback on co-curricular activities and their impact on student development
- **Governance, Leadership, and Management**
  - Assessment of e-Governance initiatives and their impact
  - Discussion on governance practices and management strategies
  - Review of institutional values and best practices adopted
- **Any Other Business (AOB)**
  - Any additional items that need discussion or urgent attention
- **Next Meeting**
  - Set date, time, and venue for the next IQAC meeting
  - Confirm action points and responsibilities

## Agenda for IQAC Meeting

**1. Progress towards Achieving NAAC Strategic Goals:** As IQAC coordinator, I will present an assessment of how effectively our institution has aligned its activities and achievements with the strategic goals outlined by NAAC. This includes reviewing initiatives taken, outcomes achieved, and challenges encountered. Emphasis will be placed on demonstrating continuous improvement and measurable progress towards enhancing overall institutional quality and excellence.

**2. Academic Calendar Alignment with University Guidelines:** It is crucial to ensure that our academic calendar adheres meticulously to university guidelines. I will discuss the measures taken to ensure timely commencement and completion of academic sessions, effective scheduling of examinations, and optimal utilisation of teaching-learning time. Alignment with university guidelines enhances administrative efficiency and fosters academic rigor.

**3. Effectiveness of Internal Evaluation Methods and Feedback Systems:** I will highlight the importance NAAC places on robust internal evaluation methods. We will review the reliability, validity, and fairness of assessment processes, including assignments, exams, and continuous assessments.



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Principal  
Nirmala College of Arts & Science  
Meloar, Chalakudy







Discussion will also focus on our feedback systems to gather inputs from students, faculty, and employers, aiming to continually enhance teaching methodologies and learning outcomes.

**4. Integration of ICT in Teaching and Learning Processes:** Emphasising NAAC's encouragement of ICT integration, we will discuss our initiatives in adopting e-learning platforms, digital libraries, and online assessment tools. I will present how these ICT tools are effectively integrated into our curriculum to improve accessibility, engagement, and overall educational quality, aligning with modern pedagogical practices.

**5. Research Initiatives and Participation in National Seminars/Workshops:** I will outline our institution's efforts to promote a culture of research and innovation, in line with NAAC's expectations. This includes our participation in national seminars, workshops, and conferences, and efforts to disseminate research findings through publications and patents. Collaboration with industry and other academic institutions will also be highlighted.

**6. Infrastructure Improvements and Learning Resource Updates:** Evaluation of infrastructure adequacy and quality is pivotal. I will provide updates on our ongoing efforts to upgrade classrooms, laboratories, libraries, and digital resources to meet evolving needs. Maintaining these facilities in optimal condition supports our commitment to enhancing the learning environment.

**7. Student Support Services and Outcomes of Placement/Internship Activities:** Discussion will focus on our comprehensive student support services, including mentoring, counselling, career guidance, and support for placement and internship activities. We will assess the effectiveness of these services in enhancing student employability, career progression, and overall well-being.

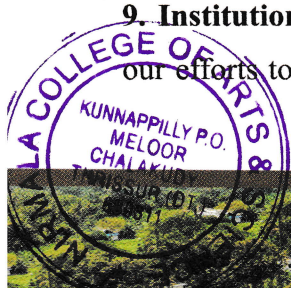
**8. Governance Practices and Adoption of e-Governance:** Governance practices are critical to institutional effectiveness. I will review our practices in transparency, accountability, and efficiency in decision-making processes. Adoption of e-Governance initiatives to streamline administrative tasks and improve service delivery will be discussed, ensuring compliance with institutional policies and ethical standards.

**9. Institutional Values and Best Practices in Sustainability and Education:** Finally, we will explore our efforts to uphold institutional values and promote best practices in sustainability and education. This

**Prof. Murukan Babu C. R.**

Principal

Nirmala College of Arts & Science  
Meloar, Chalakudy







includes fostering social responsibility, environmental sustainability, and ethical behaviour among students, faculty, and staff. Integration of these values into educational practices and community engagement initiatives will be highlighted.

## Discussion Points with Action Plan:

### 1. Progress towards Achieving NAAC Strategic Goals:

- Review current initiatives and outcomes.
- Identify challenges and propose solutions for improvement.
- Set measurable targets for the next assessment cycle.

### 2. Academic Calendar Alignment with University Guidelines:

- Ensure adherence to university timelines for each academic session.
- Address any scheduling conflicts or constraints.
- Implement mechanisms for regular review and adjustment of the calendar.

### 3. Effectiveness of Internal Evaluation Methods and Feedback Systems:

- Conduct a comprehensive review of assessment processes.
- Enhance feedback mechanisms to capture diverse stakeholder inputs.
- Implement faculty development programs on assessment best practices.

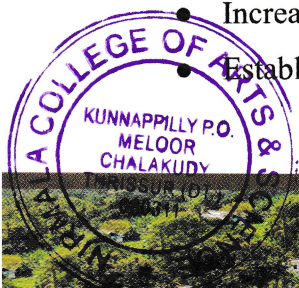
### 4. Integration of ICT in Teaching and Learning Processes:

- Expand ICT infrastructure and training for faculty.
- Evaluate the impact of ICT tools on learning outcomes.
- Integrate feedback from students and faculty for continuous improvement.

### 5. Research Initiatives and Participation in National Seminars/Workshops:

- Promote interdisciplinary research collaborations.
- Increase participation in national and international academic events.
- Establish incentives and support mechanisms for research activities.

**Prof. Murukan Babu C. R.**  
Principal  
Nirmala College of Arts & Science  
Meloar, Chalakudy







## 6. Infrastructure Improvements and Learning Resource Updates:

- Prioritise infrastructure upgrades based on academic needs.
- Implement a maintenance plan for existing facilities.
- Enhance access to digital resources and online databases.

## 7. Student Support Services and Outcomes of Placement/Internship Activities:

- Review effectiveness of career guidance and counselling services.
- Strengthen industry-academia partnerships for placement opportunities.
- Monitor placement outcomes and alumni feedback for program enhancement.

## 8. Governance Practices and Adoption of e-Governance:

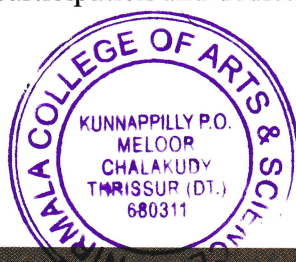
- Enhance transparency in decision-making processes.
- Implement e-Governance tools for administrative efficiency.
- Ensure compliance with regulatory requirements and ethical standards.

## 9. Institutional Values and Best Practices in Sustainability and Education:

- Integrate sustainability principles into curriculum and campus operations.
- Promote ethical behaviour through awareness campaigns and training.
- Foster community engagement initiatives aligned with institutional values.

In conclusion, today's IQAC meeting has provided us with valuable insights and action points towards furthering our institution's commitment to excellence and alignment with NAAC accreditation goals. I encourage all members to actively follow up on the action items discussed, ensuring timely implementation and continuous improvement in all aspects of academic governance, student support, infrastructure development, and research initiatives. Let us remain diligent in our efforts to uphold institutional values, promote sustainability, and enhance the overall educational experience for our students. Thank you for your participation and dedication to advancing our institution's mission

Meeting concluded at 11 AM.



  
**Prof. Murukan Babu C. R.**  
Principal  
Nirmala College of Arts & Science  
Meloar, Chalakudy



# INTERNAL QUALITY ASSURANCE CELL(IQAC)

**Date: 05-06-2018**

SL. NO.	NAME	DESIGNATION BY NAAC	OFFICIAL DESIGNATION	SIGNATURE
1	Prof. Murukan Babu C R	Chairman	Principal	
2	Mrs. Daly Sajeew	Member Management Representative	Vice Chairperson	
3	Dr. Joju. C Akkara	IQAC Coordinator	Vice Principal	
4	Ms. Lekha Vasudevan	Member Teachers	Assistant Professor	
5	Mr. Jaisemon Jacob		Assistant Professor	
6	Dr. Bindu V		Assistant Professor	
7	Ms. Shibi Gopi		Assistant Professor	
8	Ms. Sindu Francis		Assistant Professor	
8	Mr. Varghese P.A	Member – Senior Admin Officer	Office Superintendent	
9	Mr. Shahafas K.A	Member - Student	Student	
10	Ms. Anjana Lenin	Member - Alumni	Alumni	
11	Mr. Bibin Raj	Member – Local Society	Ward member, Meloor Grama panchayat	
12	Mr. Sinjith S	Member - Stakeholder	ICT Regional Manager, Central	
13	Mr. S. Gopinath IPS	Member - Stakeholder	Retd. IG of Police	







## INTERNAL QUALITY ASSURANCE CELL(IQAC)

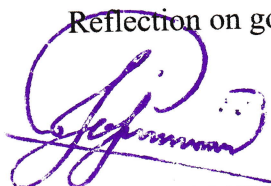
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### CIRCULAR

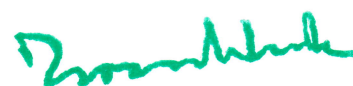
It is proposed to hold the IQAC meeting on 25/10/2018 at 10 AM in the IQAC Room . Kindly request all members of the IQAC to ensure their attendance at the meeting without fail.

### AGENDA

- Review of academic performance and feedback mechanisms.
- Assessment of faculty development programs and administrative training initiatives.
- Planning and execution of add-on courses for the upcoming academic year.
- Preparation for NAAC accreditation and submission of required documentation.
- Implementation of institutional values and social responsibilities.
- Infrastructure upgrades and maintenance policy adherence.
- Evaluation of student support services and career progression initiatives.
- Reflection on governance practices and financial transparency.

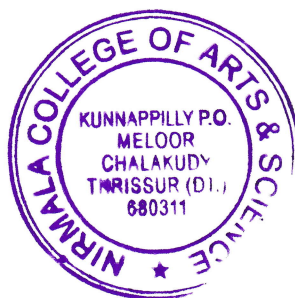


IQAC COORDINATOR



PRINCIPAL

**Prof. Murukan Babu C. R.**  
Principal  
Nirmala College of Arts & Science  
Meloar, Chalakudy



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1. The chairman
- 2.All IQAC Committee member
- 3.File







## Internal Quality Assurance Cell (IQAC) Meeting

**Date: Time:** 25/10/2018

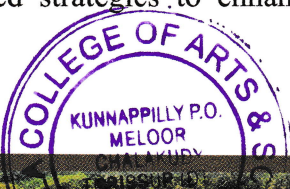
**Venue:** IQAC Room

**Time :** 10 AM

- Agenda:**
- Review of academic performance and feedback mechanisms.
  - Assessment of faculty development programs and administrative training initiatives.
  - Planning and execution of add-on courses for the upcoming academic year.
  - Preparation for NAAC accreditation and submission of required documentation.
  - Implementation of institutional values and social responsibilities.
  - Infrastructure upgrades and maintenance policy adherence.
  - Evaluation of student support services and career progression initiatives.
  - Reflection on governance practices and financial transparency.

### Discussion Points

- Discussed the effectiveness of FDPs and ATPs in enhancing faculty and staff competencies.
- Reviewed the structure and implementation of existing add-on courses and proposed new courses for the next academic session.
- Discussed progress made towards fulfilling NAAC requirements and outlined steps to complete pending tasks.
- Reviewed ongoing initiatives related to gender equity, environmental sustainability, and community engagement.
- Assessed the impact of recent infrastructure upgrades and discussed strategies to maintain facilities in optimal condition.
- Future planning for research, innovation, and industry collaborations.
- Discussed strategies to enhance research output, foster innovation, and strengthen ties with industry partners



  
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Reviewed the effectiveness of student support services, scholarship programs, and career guidance activities.

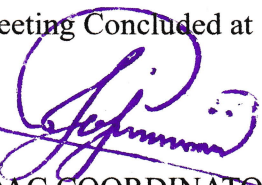
Reviewed governance practices, financial audits, and transparency measures implemented throughout the year.

Feedback on IQAC initiatives and identification of best practices.

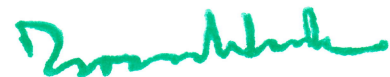
Evaluated the impact of IQAC initiatives and identified successful practices to be continued or expanded.

Evaluated student feedback and academic results to identify areas for improvement in teaching and learning.

Meeting Concluded at 11 AM



IQAC COORDINATOR

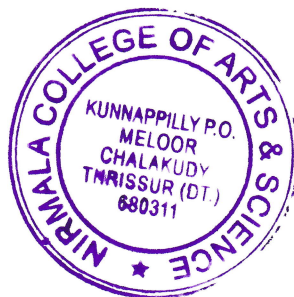


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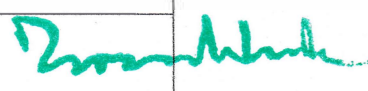
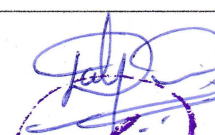
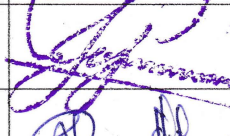

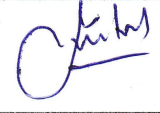
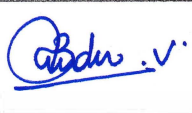
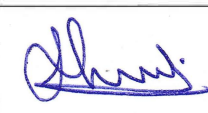
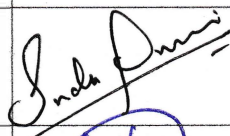


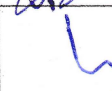

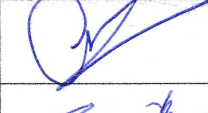
Principal

**Nirmala College of Arts & Science**  
Meloar, Chalakudy



## INTERNAL QUALITY ASSURANCE CELL(IQAC)

**Date : 25/10/18**

SL. NO.	NAME	DESIGNATION BY NAAC	OFFICIAL DESIGNATION	SIGNATURE
1	Prof. Murukan Babu C R	Chairman	Principal	
2	Mrs. Daly Sajeev	Member Management Representative	Vice Chairperson	
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