



**NIRMALA COLLEGE OF ARTS & SCIENCE, CHALAKUDY**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the IQAC Meeting on NAAC Online Peer Team Visit**

**Date:** 2nd May 2025

**Venue:** IQAC Room

**Time:** 11:00 AM – 12:30 PM

**Agenda:**

1. Review of NAAC communication received on 1st May 2025 regarding Peer Team Visit (PTV).
2. Strategy for selecting date options for the online visit.
3. Preparedness review and timeline for completion of documentation.
4. Assignment of technical and administrative responsibilities.

**Members Present:**

- Principal
- IQAC Coordinator
- NAAC Steering Committee Members
- Heads of Departments
- Administrative Officer
- IT and Technical Support Team





## Minutes of the Meeting:

### 1. Review of NAAC Email:

- o The IQAC Coordinator presented the content of the email received from NAAC dated **1st May 2025**, which reiterated that all **Peer Team Visits (PTVs) are to be completed before 30th May 2025**.
- o The email instructed that HEIs will be requested shortly to **provide three sets of dates between 5th May and 30th May 2025** through a calendar selection system.
- o It was emphasized that **NAAC will select one set from the submitted dates, and no further changes will be allowed**.
- o Due to daily capacity limits, HEIs will be scheduled on a **first-come, first-served** basis. Institutions were advised to select **early dates**.

### 2. Decisions Taken:

- o The committee resolved to prepare three preferred date sets between **7th May and 20th May 2025**, avoiding end-of-month options.
- o Once the NAAC calendar system opens, the IQAC Coordinator, along with the Principal, will promptly submit the date preferences.

### 3. Review of Preparedness:

- o Departments were instructed to **complete any remaining SSR documentation and supporting files by 5th May 2025**.
- o IQAC will conduct a **mock virtual walkthrough** on 6th May 2025, including a trial of the institutional presentation, facility showcase, and key committee interactions.

### 4. Technical Setup and Responsibilities:

- o A dedicated **Technical Support Team** will manage the online platform, including camera setup, audio-visual checks, and backup internet.
- o All virtual access links, room setups, and coordination points for each committee (IQAC, Governing Body, Alumni, Students) will be assigned.







#### 5. Access to SoP and Guidelines:

- o The link to the official **NAAC SoP for Online Visits** was shared among all members:  
<http://naac.gov.in/index.php/en/2-uncategorised/255-sop-for-colleges-and-universities>
- o Everyone was instructed to **review the SOP carefully**, especially the Do's and Don'ts for the visit.

#### Conclusion:

The Principal stressed the importance of punctuality, coordination, and preparedness. All departments and support teams were requested to remain alert and responsive in the lead-up to the Peer Team Visit.

**Meeting Adjourned at:** 12:30 PM

**Minutes Prepared by:** Suma Menon, IQAC Coordinator.

**Approved by:** Prof. Dr. Shaju Ouseph, Principal & Chairperson, IQAC



Prof. Dr. Shaju Ouseph  
Principal  
Nirmala College of Arts & Science  
Meloor, Chalaky





**NIRMALA COLLEGE OF ARTS & SCIENCE, CHALAKUDY**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the IQAC Meeting on NAAC Peer Team Visit**

**Date:** 28th April 2025

**Venue:** IQAC Conference Room

**Time:** 11:00 AM – 12:00 PM

**Agenda:**

1. Discussion on NAAC email dated 28th April 2025 regarding the scheduling of Online Peer Team Visit.
2. Preparatory actions and documentation status for the Peer Team Visit.
3. Timeline and internal deadlines for readiness.
4. Assignment of responsibilities for logistics and coordination.

**Members Present:**

- Principal
- IQAC Coordinator
- Vice Principal(s)
- Heads of Departments
- NAAC Steering Committee Members
- Administrative Officer
- Technical Support Staff

**Minutes of the Meeting:**

**1. Overview of NAAC Communication:**

- o The IQAC Coordinator presented the content of the NAAC email received on **28th April 2025** stating that:
  - Peer Team Visits (PTVs) will be conducted **online** and are to be completed **by the end of May 2025**.







- HEIs will be given a **minimum one-week notice** within a specified period to suggest **three sets of dates**.
- NAAC will finalize one set of dates, and **no date changes will be allowed**.
- HEIs are not allowed to suggest dates **outside the allocated window**.

**2. Decision Taken:**

- o The members unanimously agreed to **await the official window from NAAC** before proposing any dates.
- o The IQAC will prepare **three convenient date options** in advance, which can be finalized once NAAC sends the date window.

**3. Readiness Plan:**

- o All departments are to **complete documentation, evidence collection, and digital updates** by **10th May 2025**.
- o Trial sessions for **virtual presentations, campus tours, and committee interactions** will be conducted starting from **15th May 2025**.

**4. Logistics & Technical Support:**

- o A dedicated **Technical Team** was formed to handle:
  - Internet backup, camera setup, virtual room links, and recording.
- o A **presentation team** was assigned to rehearse the institutional presentation and coordinate with department displays.

**5. Responsibility Assignments:**

- o HoDs: Final submission of department-wise data and documents.
- o Administrative Office: Availability of statutory committee MoMs and reports.
- o Library & IT Wing: Ensure all geotagged photos, usage reports, and updates are in place.
- o IQAC: Compile final documentation, review SSR proof, and coordinate with NAAC.

**6. Follow-up:**

- o The IQAC Coordinator will monitor the NAAC portal and institutional email regularly for updates and notify all stakeholders immediately upon receiving the official date window.





## Conclusion:

The Principal emphasized the importance of maintaining accuracy, punctuality, and professionalism throughout the process. All stakeholders were requested to remain on high alert and provide timely support to ensure successful conduct of the virtual Peer Team Visit.

**Meeting Adjourned at:** 12:00 PM

**Minutes Prepared by:** Ms. Suma Menon, IQAC Coordinator

**Approved by:** Prof. Dr. Shaju Ouseph, Chairperson, IQAC

Prof. Dr. Shaju Ouseph  
Principal  
Nirmala College of Arts & Science  
Meloor, Chalakudy







**NIRMALA COLLEGE OF ARTS & SCIENCE, CHALAKUDY**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the IQAC Meeting**

**Date:** 23rd April 2025

**Venue:** IQAC Conference Room

**Time:** 11:00 AM – 1:00 PM

**Agenda:**

1. Review of NAAC QLM Document Suggestions.
2. Action plan for compliance with NAAC SSR QLM documentation.
3. Assigning responsibilities for criteria-wise documentation and proof collection.
4. Planning for follow-up submission and internal review.

**Members Present:**

- Principal & Chairperson IQAC
- IQAC Coordinator
- NAAC Steering Committee Members
- HoDs and Criterion Coordinators
- Administrative Staff Representatives





## Discussion Points and Action Taken:

S. No.	Metric	Key Observations	Action/Decision Taken
1	1.1.1	Curriculum planning, PoS-CO mapping, action taken for slow learners, ICT tools	All departments to update Course Files and submit PoS/CO mapping pie charts. Action taken reports to be compiled by HoDs.
2	1.3.1	Cross Cutting issues not fully documented	Summary table with course references to ethics/gender/environment to be prepared.
3	4.1.1	Infrastructure and facilities documentation needs improvement	Geotagged photos, gym and lab equipment lists to be consolidated. Ground layout to be prepared.
4	4.2.1	Library automation and resource usage details incomplete	Library to provide ILMS manual, subscription log, rare book list, and digital access details.
5	4.3.1	IT update details across years required	IT Coordinator to prepare a year-wise IT update table including hardware/software/Wi-Fi improvements.
6	6.1.1	Vision-mission alignment, decentralization proof missing	Org chart, governing council MoM, committee minutes to be submitted with signatures.
7	6.2.1	Strategic and development plan lacking evidence	Action plan documentation and a mini policy booklet to be developed.
8	6.3.1	Welfare and appraisal documents needed	HR team to collect proof of welfare benefits and performance appraisal results.







9	6.4.1	Financial audit documentation pending	Internal audit reports to be obtained before forwarding to external CA.
10	6.5.1	IQAC evidence incomplete	Teaching-learning review analysis, action taken report, and incremental improvement logs to be finalized.
11	7.1.1	Gender equity measures not documented	Gender audit report to be prepared with data and activity summary.
12	7.1.4	Inclusive environment initiatives lacking documentation	Event-wise photo reports for national commemorative days and civic sensitization programs to be collected.
13	7.2.1	Best practices summary and outcome reports needed	Two best practices to be documented with outcome summary and evidence.
14	7.3.1	Distinctiveness documentation required	Write-up with index, event outcomes, and supporting documents to be submitted.

## General Resolutions:

- All departments must submit completed documents by **30th April 2025**.
- IQAC will verify, compile, and upload the final documents for SSR compliance.
- A follow-up internal review will be held on **2nd May 2025**.



**Meeting Adjourned at: 1:00 PM**

**Minutes Prepared by:** Ms. Suma Menon, IQAC Coordinator

**Approved by:** Prof. Dr. Shaju Ouseph, Principal & Chairperson, IQAC

*Prof. Dr. Shaju Ouseph*  
Principal  
Nirmala College of Arts & Science  
Meloor, Chalaky





**NIRMALA COLLEGE OF ARTS & SCIENCE, CHALAKUDY**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the IQAC Emergency Meeting**

**Date:** 09/04/2025

**Venue:** IQAC Room

**Time:** 11:00 AM – 12:00 PM

**Agenda:**

1. Discussion on the recent communication from NAAC regarding Peer Team Visit.
2. Planning and preparedness for online Peer Team Visit under existing RAF(Revised Accreditation Framework).
3. Review of pending documentation and logistics.
4. Roles and responsibilities for coordination and technical support.

**Members Present:**

- Principal – Chairperson
- IQAC Coordinator
- Heads of Departments
- NAAC Steering Committee Members
- Administrative Staff

**Minutes of the Meeting:**

**1. Communication from NAAC:**

- o The IQAC Coordinator informed the members about the official communication received from NAAC regarding the **online mode of Peer Team Visit for colleges**, as per the decision of the Competent Authority.







- o It was noted that all pending visits under RAF are to be completed **preferably before 15th May 2025**, with specific periods for institutions to choose their assessment dates post pre-qualification.
- o NAAC will send a **detailed SoP and schedule** shortly. Institutions were clearly advised **not to propose dates on their own**.

**2. Decision Taken:**

- o The house resolved **to communicate 3 dates independently to NAAC** and to **await the official schedule and SoP** from NAAC.
- o All members were advised to remain alert and ready for immediate response and compliance once the Peer Team visit dates are notified.

**3. Readiness for Online Peer Team Visit:**

- o A technical team will be formed to support virtual visit requirements, including virtual tours, stable internet connectivity, and device checks.
- o A checklist for **online document presentation, live streaming of labs, library, and facilities, and committee meetings (e.g., IQAC, Governing Council)** will be prepared.

**4. Action Plan:**

- o Final verification of SSR-related documents and pending uploads.
- o Department Heads instructed to ensure that all records, photos, and supporting documents are updated and available in digital format.
- o Trial runs for online presentations and virtual infrastructure showcase will be scheduled once the SOP is received.

**5. Fee Payment:**

- o Institutions that are yet to be prequalified must **await pre-qualification confirmation before making fee payments**, as mentioned in the email.

**6. Follow-Up:**

- o IQAC will continue to monitor NAAC updates closely and circulate any further communication immediately.
- o A WhatsApp/Email group will be maintained for urgent alerts and real-time updates.





### Conclusion:

The meeting concluded with a strong emphasis on preparedness and coordination across departments. All members reaffirmed their commitment to supporting the institution's accreditation process.

**Meeting Adjourned at:** 12:00 PM

**Minutes Prepared by:** Ms. Suma Menon, IQAC Coordinator

**Approved by:** Prof.Dr.Shaju Ouseph, Principal & Chairperson, IQAC

Prof. Dr. Shaju Ouseph  
Principal  
Nirmala College of Arts & Science  
Meloor, Chalakudy







**NIRMALA COLLEGE OF ARTS & SCIENCE**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the IQAC Meeting**

**Date:** 24th February 2025

**Venue:** Principal's Conference Hall

**Time:** 10:30 AM – 12:30 PM

**Agenda:**

1. Review of QLM Metrics
2. Finalization of required documents and proof collection.
3. Assignment of responsibilities for compliance with NAAC qualitative criteria.
4. Planning for incremental improvements and IQAC documentation.

**Members Present:**

- Prof. Dr. Shaju Ouseph, Principal & Chairperson
- Ms. Suma Menon, IQAC Coordinator
- Heads of Departments
- NAAC Criteria Coordinators
- Administrative Officer

**Discussion and Resolutions:**

**1. Curriculum Planning & Delivery (1.1.1)**

- o Faculty to update workload sheets with signatures.
- o Academic Calendar, Course Files, and Action Taken Reports to be compiled.
- o Policy and support documentation for slow and advanced learners to be filed.





**2. Cross-cutting Issues (1.3.1)**

- o Syllabi sections covering Gender, Ethics, Environment, etc., to be highlighted.
- o Document all events related to cross cutting themes with photos and reports.

**3. Student-Centric Methods (2.3.1)**

- o Complete documentation of experiential learning and ICT integration.
- o Originals to be kept in departments; photocopies to be shared with IQAC.

**4. Assessment & Grievance Redressal (2.5.1)**

- o Internal assessment details to be standardized.
- o Committee meeting minutes and revaluation records to be updated.

**5. COs/POs Display and Evaluation (2.6.1 & 2.6.2)**

- o Course Outcomes to be visibly displayed and uploaded online.
- o Department-wise vision and mission statements to be updated on the website and campus boards.

**6. Innovation Ecosystem (3.2.1)**

- o Research policy finalized.
- o Patent records, innovative project list, IIC data, and lab setup to be updated.

**7. Extension Activities (3.4.1 & 3.4.2)**

- o Five villages adopted; beneficiary count and activity documentation to be submitted.
- o Appreciation letters to be compiled (44 collected so far).

**8. Infrastructure Documentation (4.1.1)**

- o Geotagged photos of all facilities to be compiled with captions.

**9. Library Automation (4.2.1)**

- o OPAC entries to be completed rack-wise.
- o Digital library and rare book records to be documented.

**10. IT Infrastructure (4.3.1)**

- o IT facility updates report to be prepared in tabular form.

**11. Alumni Engagement (5.4.1)**

- o Minutes of meetings, contribution records, and distinguished alumni profiles to be compiled.







**12. Governance & Leadership (6.1.1, 6.2.1)**

- o Institutional organization chart, HR policies, and participative governance documentation to be completed.
- o Governing council MoM and policy approvals to be finalized.

**13. Staff Welfare & Performance (6.3.1)**

- o Welfare benefit proof and performance appraisal outcomes to be filed.

**14. Finance & Audits (6.4.1)**

- o Audit documentation and fund utilization records to be updated.

**15. IQAC Contribution (6.5.1)**

- o MOMs, circulars, action-taken reports, and fishbone diagrams to be prepared.

**16. Best Practices & Distinctiveness (7.2.1, 7.3.1)**

- o Supporting documents to be compiled for best practices and institutional distinctiveness.

**Decisions Taken:**

- Each department and cell head will submit all required proofs/documents by **March 10, 2025**.
- IQAC will review the submitted data for NAAC compliance and maintain updated records.
- The next IQAC follow-up meeting is scheduled for **March 12, 2025**.

**Meeting Concluded At: 12:30 PM**

**Minutes Prepared By: Ms. Suma Menon, IQAC Coordinator**

**Approved By: Prof. Dr. Shaju Ouseph, Principal & Chairperson, IQAC**



*Prof. Dr. Shaju Ouseph*  
Principal  
Nirmala College of Arts & Science  
Meloor, Chalakydy





## Internal Quality Assurance Cell (IQAC)

### Meeting Minutes

Date: 18/09/2024

Time: 10 AM

Venue: IQAC Conference Room

### Attendees:

Sl.No	NAME	DESIGNATION	CATEGORY
1	Prof. Dr .Shaju Ouseph	Principal, NCAS	Chairperson
2	Ms. Daly Sajeev	Vice Chairperson, Nirmala Institutions	Member Management Representative
3	Ms.Suma Menon	H.O.D & Assistant Professor, Dept. of Management	IQAC Coordinator
4	Ms. Lekha Vasudevan	Academic Coordinator, H.O.D & Assistant Professor, Dept. of Computer Science	Senior Faculty Member
5	Mr. Jaisemon Jacob	Assistant Professor, Dept. of Commerce	Senior Faculty Member
6	Dr. Bindu V	H.O.D & Assistant Professor, Dept. of Commerce	Senior Faculty Member
7	Ms. Sindu Francis	H.O.D & Assistant Professor, Dept. of Costume & Fashion Designing	Senior Faculty Member
8	Ms.Brighty Jose	Assistant Professor, Dept. of Management	Member
9	Mr. Sajan Joshy	Office Superintendent	Member







### Agenda:

1. Review of DVV Clarifications and Required Supporting Documents
2. Action Plan for Addressing Deviations
3. Assignment of Responsibilities and Deadlines
4. Any Other Business

### Minutes of the Meeting

#### 1. Welcome Address:

- o The meeting commenced with the welcome address by the IQAC Coordinator, who outlined the purpose of the meeting in light of the DVV response requirements from NAAC.

#### 2. Review of DVV Remarks:

- o The Chairperson presented a summary of the DVV clarifications needed, highlighting key areas including:
  - **Student Data Verification** (Extended ID 1.1)
  - **Teacher Count and Experience** (2.1, 2.2)
  - **Certificate/Value Added Courses & Enrolment** (1.2.1, 1.2.2)
  - **Internships/Projects Evidence** (1.3.2)
  - **Feedback Mechanism Evidence** (1.4.1)
  - **Expenditure Details** (3.1, 4.1.2, 4.4.1)





- **E-Governance Implementation (6.2.2)**
- **Grievance Redressal Evidence (5.1.4)**

### 3. Resolutions Passed:

#### o **Data Compilation:**

- Department Heads will compile program-wise, year-wise student and faculty data with joining/leaving details, certified by the Principal.

#### o **Document Collection:**

- Coordinators of Certificate Courses were instructed to submit brochures, approval letters, attendance sheets, and completion certificates
- Internship/project supervisors must collect completion certificates for specific students listed in the DVV.

#### o **Financial Records:**

- The Finance Officer will provide stamped and signed expenditure statements excluding salary, with capital expenses highlighted.

#### o **Feedback Documentation:**

- Soft and hard copies of stakeholder feedback forms, analysis reports, and action taken reports to be uploaded to the website.

#### o **E-Governance Proof:**

- Criterion 6 will provide screenshots of the Hall ticket, admission module, and student support modules showing implementation.

#### o **Grievance Handling:**

- Grievance Committee to compile documented evidence of any awareness campaigns, grievance redressal committee minutes, and complaint resolution.







**Conclusion:**


- o The Principal reiterated the importance of timely and accurate submission of documents and appreciated the efforts of all departments.
- o The meeting concluded with a vote of thanks from the IQAC Coordinator.

**Recorded by:**

Ms. Suma Menon, IQAC Coordinator

**Approved by:**

Prof. Dr. Shaju Ouseph, Principal & Chairperson, IQAC

  
Prof. Dr. Shaju Ouseph  
Principal  
Nirmala College of Arts & Science  
Meloor, Chalaky





## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

**Date:** 5th August 2024

**Time:** 10:00 AM – 12:30 PM

**Venue:** IQAC Conference Hall

### Members Present:

Sl.No	NAME	DESIGNATION	CATEGORY
1	Prof.Dr.Shaju Ouseph	Principal, NCAS	Chairperson
2	Ms. Daly Sajeev	Vice Chairperson, Nirmala Institutions	Member Management Representative
3	Ms.Suma Menon	H.O.D & Assistant Professor, Dept. of Management	IQAC Coordinator
4	Ms. Lekha Vasudevan	Academic Coordinator, H.O.D & Assistant Professor, Dept. of Computer Science	Senior Faculty Member
5	Mr. Jaisemon Jacob	Assistant Professor, Dept. of Commerce	Senior Faculty Member
6	Dr. Bindu V	H.O.D & Assistant Professor, Dept. of Commerce	Senior Faculty Member
7	Ms. Sindu Francis	H.O.D & Assistant Professor, Dept. of Costume & Fashion Designing	Senior Faculty Member
8	Ms.Brighty Jose	Assistant Professor, Dept. of Management	Member
9	Mr. Sajan Joshy	Office Superintendent	Member







## Agenda:

1. Confirmation of SSR submission to the NAAC portal on 03/08/2024.
2. Review of final SSR components and preparedness for DVV (Data Validation and Verification).
3. Discussion of key highlights, strengths, and challenges as per the SSR.
4. Constitution of DVV support teams and timelines for document readiness.
5. Communication and outreach plans to stakeholders post-submission.

## Discussion Summary:

### 1. SSR Submission Confirmation

The Principal officially confirmed the successful submission of the final SSR (Self Study Report) on **03/08/2024 at 4:20 PM** to the NAAC HEI portal. Acknowledgement of receipt from the portal has been recorded by the IQAC.

### 2. Highlights of the SSR

Prof. Suma Menon presented a brief overview of the SSR, highlighting key strengths:

- **Total Enrollments:** 1,368 students (2022–23)
- **Faculty Strength:** 98 full-time teachers over five years, with a 100% recruitment rate against sanctioned posts
- **Research & Innovation:** 5 patents filed, 105 MoUs signed, and 71 extension activities completed
- **Infrastructure:** 305 computers (1:4.87 student ratio), 25 ICT-enabled classrooms, ₹25.22 lakhs annual infra spending
- **Value-Added Programs:** 50 certificate/add-on courses completed by over 3,000 students
- **Student Support:** 4,342 students benefited from institutional scholarships
- **Best Practices:** “Nirmala Cares” and “Follow Your Passion” recognized as Best Practices.
- **NEP Readiness:** Active implementation of OBE, interdisciplinary programs, and blended learning models





### 3. Challenges & Opportunities Noted

- Limited research output and lack of 12(B) UGC status
- Restrictions in curricular autonomy due to university affiliation
- Intention to seek autonomous status in the next phase
- Future goals include strengthening international collaborations and digital infrastructure

### 4. Action Plan for DVV Phase

The following sub-committees were constituted for the DVV readiness:

Area	DVV In-Charge	Deadline for Folder Finalization
Criterion 1 – Curriculum	Academic Dean	12 August 2024
Criterion 2 – Teaching-Learning	HR & Admissions Office	12 August 2024
Criterion 3 – Research & MoUs	Research Cell	14 August 2024
Criterion 4 – Infrastructure	Infrastructure Committee	13 August 2024
Criterion 5 – Student Support	Student Welfare & Placement Cell	13 August 2024
Criterion 6 – Governance	Quality Cell & Finance Office	14 August 2024
Criterion 7 – Best Practices	Eco Club & Cultural Committee	14 August 2024

Each team was instructed to prepare signed PDFs, captioned and dated photos, and working web links mapped to metric numbers.

### 5. Stakeholder Communication

- A circular will be sent to all departments and student representatives confirming the SSR submission.
- Website updates to reflect “SSR Submitted to NAAC on 02.08.2024” along with executive summary.
- An orientation session will be conducted for staff on **7th August 2024** regarding DVV expectations and file naming protocols.







**Conclusion:**

The Principal congratulated the entire IQAC, NAAC Steering Committee, and support staff for timely submission and professional documentation. Emphasis was placed on the need for vigilant coordination during the DVV phase.

**Meeting Adjourned at:** 12:30 PM

**Minutes Prepared by:** Prof. Suma Menon – IQAC Coordinator

**Approved by:** Dr. Shaju Ouseph – Principal & Chairperson, IQAC

Dr. Shaju Ouseph  
Principal  
Nirmala College of Arts & Science  
Meloor, Chalakydy





## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

**Date:** 1st August 2024

**Time:** 10:00 AM – 1:00 PM

**Venue:** IQAC Conference Hall

### Members Present:

Sl.No	NAME	DESIGNATION	CATEGORY
1	Prof. Dr. Shaju Ouseph	Principal, NCAS	Chairperson
2	Ms. Daly Sajeev	Vice Chairperson, Nirmala Institutions	Member Management Representative
3	Ms. Suma Menon	H.O.D & Assistant Professor, Dept. of Management	IQAC Coordinator
4	Ms. Lekha Vasudevan	Academic Coordinator, H.O.D & Assistant Professor, Dept. of Computer Science	Senior Faculty Member
5	Mr. Jaisemon Jacob	Assistant Professor, Dept. of Commerce	Senior Faculty Member
6	Dr. Bindu V	H.O.D & Assistant Professor, Dept. of Commerce	Senior Faculty Member
7	Ms. Sindu Francis	H.O.D & Assistant Professor, Dept. of Costume & Fashion Designing	Senior Faculty Member
8	Ms. Brighty Jose	Assistant Professor, Dept. of Management	Member
9	Mr. Sajan Joshy	Office Superintendent	Member







## Agenda:

1. Review and analysis of the SSR Report.
2. Discussion on missing uploads, incorrect formatting, and pending web links.
3. Assignment of responsibilities and timeline for compliance.
4. Final instructions on standardization of signatures, formatting, and file links.

## Discussion Points:

The IQAC Coordinator presented the key highlights from the report. The review included detailed metric-wise comments on the status of the Excel Sheet, Supporting Documents, and Web Links.

## Actionable Items Identified:

### General Corrections

- **Principal Signature:** To appear **before the seal** in all documents.
- **Supporting Documents:** Must be consistently named and properly linked for each metric.
- **Web Links:** Broken/missing links to be corrected as per table instructions.

## Key Metric-wise Remedial Actions

Metric Area	Issue	Responsible Team	Deadline
1.3.2 (Internships)	M.Com fieldwork photos (caption/date)	PG Dept. of Commerce	2 Aug 2024
2.1, 2.4.2, etc.	Faculty Excel Sheet, ID numbers	HR Office	2 Aug 2024
3.1.1	Research grants – upload data, provide link	Research Cell	2 Aug 2024
3.5.1	MoUs – upload and ensure link is live	IQAC & Collaboration Cell	2 Aug 2024





4.1.2, 4.4.1	Infra & Maintenance – highlight lab/electricity	Infrastructure Team	2 Aug 2024
5.1.1	Scholarship list – digital signature & verification	Scholarship Committee	2 Aug 2024
5.1.2	Skill Enhancement – separate ICT web link	Website Team	2 Aug 2024
5.1.4	Grievance mechanism – upload Google Form + ATR	Student Welfare Committee	2 Aug 2024
6.3.2	Financial support documents & links	FDP Coordinator	2 Aug 2024
6.5.2	remove green audit from this metric	Quality Assurance Cell	2 Aug 2024
7.1.3	Green & Energy audit – to be by IAF-certified agency	Eco Club / Principal Office	2 Aug 2024

### Special Notes:

- Photos across all outreach, infrastructure, and best practice sections must be **captioned and dated**.
- ISO certificate should be uploaded under 6.5.2 and the **Green Audit** must be separately hosted under 7.1.3.
- Any documents with missing/incorrect placement of the Principal's **signature** must be redone.

### Conclusion:

The Principal emphasized immediate compliance with all corrective measures. A review of all uploads and web link integration will take place on **9th August 2024** before submission of the final SSR version.







**NiRMALA**  
COLLEGE of ARTS and SCIENCE

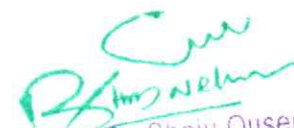
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**Meeting adjourned at: 1:00 PM**

**Minutes prepared by: Ms. Suma Menon, IQAC Coordinator**

**Approved by: Prof. Dr. Shaju Ouseph, Principal & Chairperson, IQAC**

  
Prof. Dr. Shaju Ouseph  
Principal  
Nirmala College of Arts & Science  
Meloor, Chalakydy

