Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting
Date: 16th February 2024
Time: 10:30 AM – 1:00 PM
Venue: IQAC Conference Room

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	Mr. Sajan Joshy	Office Superintendent	Member

Agenda:

1. Review of the SSR Excel Sheet report

2. Identification of deficiencies and documentation requirements.

3. Delegation of responsibilities for immediate rectification.

4. Timeline for submission of final data and supporting documents.

Discussion Summary & Action Points:

Criterion 1: Curricular Aspects

- Update year and enrolment date in student data (1.1).
- Host feedback reports on the institutional website; include university correspondence (1.4.1).
- Provide web-links for 50 add-on courses and project/internship documentation (1.2.1, 1.3.2).

Responsibility: Academic Cell & Feedback Committee
Deadline: 21 Feb 2024

Criterion 2: Teaching-Learning and Evaluation

- Faculty ID numbers to be filled in Excel sheet [2.1(b)].
- Domain IDs to be created for 65–70% of current batch for SSS (2.7.1).
- Upload final programme-wise and category-wise admission lists.

Responsibility: Website team

Deadline: 22 Feb 2024

Criterion 3: Research, Innovations and Extension

- MoU count to be increased from 19 to 20+; ensure backdated bond papers and two-way communication evidence.
- Research fund documentation to target ₹20 lakh over 5 years; industrial linkages to be explored (3.1.1).
- All event reports should include outcomes and certificates (3.2.2).
- Books publication documentation to be prepared.

Responsibility: Research Committee
Deadline: 25 Feb 2024

Criterion 4: Infrastructure and Learning Resources

- Bills and stock register to highlight supplier details and quantities.
- Infrastructure and maintenance expenditure to be clarified and updated (target: ≥25%).

Responsibility: Infrastructure Committee
Deadline: 26 Feb 2024

Criterion 5: Student Support and Progression

- Verify management scholarship data (target 70%) with audit report.

- Host grievance committee minutes, redressal mechanisms, and ICC records on website.

- Collect more placement data and higher education progression details.

Responsibility: Student Support & Placement Cell
Deadline: 24 Feb 2024

Criterion 6: Governance, Leadership and Management

- Ensure bills for e-governance systems are in the college's name; attach audited statements.

- 50% faculty support documentation for seminars/workshops (minimum ₹5,000/year) required.

- Revise FDP circulars; prepare a professional annual report for submission.

- Submit AAA report and evidence of collaborative activities (with photos).

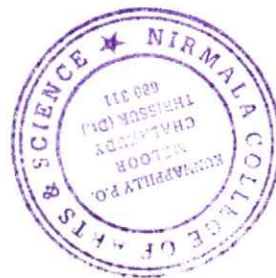**Responsibility:** Quality Assurance Committee
Deadline: 27 Feb 2024

Criterion 7: Institutional Values and Best Practices

- Prepare and submit green/environment/energy audits by external agencies (2022–23).

- Document accessible campus features for Divyangjan.

Responsibility: Eco Sustainability Cell
Deadline: 28 Feb 2024

Resolutions Passed:

- All departments must ensure complete and verifiable data upload before 1st March 2024.

- Next internal review will be held on **29th February 2024** to assess readiness.

- Delay in compliance will affect IIQA and SSR timelines.

Meeting Concluded 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, Chalakudy

Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting
Date: 13th December 2023
Time: 10:00 AM – 12:30 PM
Venue: IQAC Conference Room

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	Mr. Sajan Joshy	Office Superintendent	Member

Agenda:

1. To discuss the SSR Excel Sheet Review
2. To identify areas of non-compliance or gaps and plan rectification measures.

3. To assign responsibilities for data validation, document collection, and report preparation.

4. To review institutional preparations for NAAC IIQA submission.

Minutes of the Meeting:

1. Presentation of Review Observations:

The IQAC Coordinator presented the key highlights and metric-wise observations from the draft SSR report

2. Criteria-wise Summary of Action Points:

Criterion 1: Curricular Aspects

- Provide university-approved student lists year-wise.

- Weblink for add-on courses (50) and student enrollment to be uploaded.

- Feedback reports and communication with affiliating university to be documented and published.

Criterion 2: Teaching-Learning and Evaluation

- Vidwan ID entries to be completed for all faculty.

- Librarian and Physical Director to be excluded from faculty count.

- Final admission list (Program-wise & Category-wise) to be uploaded.

- Sample appointment orders to be linked.

Criterion 3: Research, Innovation & Extension

- Research funding data (target ₹20 lakhs) to be strengthened through industry interaction and transaction proofs.

- MoUs to be increased to 20+, with clear linkage activities and backdated legal agreements.

- Conference/workshop certificates and photos with dates to be verified and uploaded.

Criterion 4: Infrastructure & Learning Resources

- Computer-student ratio to be maintained as 1:5

- Lab-wise stock registers and updated geo-tagged photos with invoices to be submitted.

- Infrastructure expenditure ($\geq 25\%$) to be clearly calculated and shown in the audit.

Criterion 5: Student Support & Progression

- Unique student list for scholarships to be matched with audited statements (target 70%).

- Compile the data related to competitive exam training for 2nd year and career counselling for final years

- Grievance redressal committee meeting minutes and website publication required.

- More placement letters and higher education documents to be updated.

Criterion 6: Governance, Leadership & Management

- Audited statement reflecting e-governance activities to be provided.

- Financial support of $\geq ₹5000$ per faculty/year to be documented for 50% of faculty.

- FDP circulars to be revised to professional format; annual report to be compiled.

- ISO certification, AAA, and MoUs for quality initiatives to be ensured.

Criterion 7: Institutional Values & Best Practices

- All sustainability practices (solar, biogas, LED, rainwater harvesting, etc.) to be updated with photos, captions, diagrams, and bills.

- Green Audit, Energy Audit, and Environment Audit reports for 2022–23 to be secured from external agencies.

- Awards and documentation for clean campus and beyond-campus environment initiatives to be prepared.

3. Website and IIQA Readiness

- Institutional website must host all statutory disclosures, feedback, MoUs, committee details, and student grievance mechanisms.

- Document checklist for IIQA submission shared with the IT and Admin teams.

5. Task Allocation and Timeline

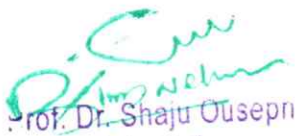| Task	Team Responsible	Deadline
Upload weblinks and feedback documents	Website Team + Feedback Committee	18 Dec 2023
MoU legal finalization & linkage activities	Research & Collaboration Cell	20 Dec 2023
Student data alignment & scholarship documentation	Admission + Accounts Dept.	18 Dec 2023
Green/Energy Audit reports	IQAC + MG University Audit Team	22 Dec 2023
SSS domain ID generation	Student Council + Admin	19 Dec 2023

Conclusion:

The Principal emphasized the urgency of completing the documentation and data verification by the third week of December to ensure timely IIQA submission. A follow-up review meeting was scheduled for **22nd December 2023** to evaluate the progress.

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, Chalakudy

Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting
Date: 28th October 2023
Time: 10:00 AM – 1:00 PM
Venue: IQAC Conference Room

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	Mr. Sajan Joshy	Office Superintendent	Member

Agenda:

1. To review the SSR Excel Sheet Review Report
2. To identify critical gaps and compliance issues across all seven criteria.

3. To assign action points and responsibilities to address observations.

4. To finalize a timeline for rectification and document submission.

Discussion Summary:

Criterion-wise Key Points & Decisions:

Criterion 1: Curricular Aspects

- Upload year-wise university-approved student lists.

- Add-on courses (50) and project/internship data to be consolidated program-wise.

- Faculty feedback forms, affiliating university communication, and feedback reports to be hosted on the institutional website.

Responsibility: Academic Cell & Website Committee
Deadline: 2nd Nov 2023

Criterion 2: Teaching-Learning and Evaluation

- Faculty list to exclude librarian and physical director.

- Ensure final admission lists (Program & Category-wise) are uploaded.

- Create institutional email IDs for 65–70% of 2023–24 batch students for the SSS.

- Sample appointment orders and pass percentage certificates to be submitted.

Responsibility: HR Department & IT Cell
Deadline: 3rd Nov 2023

Criterion 3: Research, Innovation & Extension

- Target of ₹20 lakhs research funding—explore industry collaboration.

- Increase workshops to 45+ (currently 38), compile event outcome reports and certificates.

- MoU count to reach 25 : two-way communication and dated legal bonds required.

- Mention location in outreach program titles (e.g., "Clean-up at Meloor").

Responsibility: Research & Outreach Committee
Deadline: 6th Nov 2023

Criterion 4: Infrastructure and Learning Resources

- Update geotagged lab photos and vendor details.

- Clarify calculation of infrastructure & academic support expenditure (target: 25%+).

Responsibility: Infrastructure Committee
Deadline: 8th Nov 2023

Criterion 5: Student Support & Progression

- Management scholarship should cover 70% of students: verify with audited statements.

- Career counseling for final year and competitive exam preparation for second-year students to be expanded (target: 60%).

- Placement and progression data to be improved (target: 65%).

- Ensure grievance redressal minutes and policy documents are published on the website.

Responsibility: Student Welfare & Placement Cell
Deadline: 7th Nov 2023

Criterion 6: Governance, Leadership & Management

- Financial support documentation (₹5000+ per faculty per year) needed for at least 50%.

- Collect FDP circulars and prepare formal annual reports.

- AAA report required before May 2023.

Responsibility: FDP & Quality Cell
Deadline: 10th Nov 2023

Criterion 7: Institutional Values & Best Practices

- Install 5KVA solar panel, biogas unit; update geotagged images, invoices

- E-waste MoU, water system pipeline diagrams, and green campus infrastructure (signage, tactile paths, accessible washrooms) to be completed.

- Green/Energy/Environment audits from external agencies for 2022–23 is mandatory.

Responsibility: Eco Club & Facilities Team
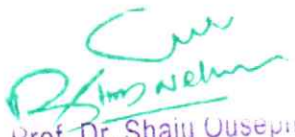**Deadline:** 10th Nov 2023

Resolutions:

- All teams must submit updated data, photos, and documents to the IQAC by their respective deadlines.

- A final SSR compliance review will be held on **13th November 2023**.

- Delay in submission may impact IIQA timeline.

Meeting Concluded 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, Chalakudy

Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting
Date: 30th September 2023
Time: 10:00 AM – 12:30 PM
Venue: Principal's Conference Room

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	Mr. Sajan Joshy	Office Superintendent	Member

Agenda:

1. Review and discussion of the SSR Draft Report

2. Identification of compliance gaps and areas for documentation enhancement.

3. Delegation of responsibilities for follow-up actions.

4. Timeline for rectification and resubmission.

Discussion Summary:

Criterion-Wise Key Observations & Action Points:

Criterion 1: Curricular Aspects

- Admission approvals from the university to be organized year-wise.

- Weblinks and documentation for 50 value-added courses and project work (target: 50%) to be finalized.

- Feedback mechanism: policy, analysis reports, and stakeholder samples to be documented and uploaded.

Criterion 2: Teaching-Learning and Evaluation

- Librarian and Physical Director to be excluded from teaching faculty count.

- Admission and reservation details to be verified and updated.

- Student Satisfaction Survey: Domain IDs to be created for 65–70% of 2023–24 batch.

Criterion 3: Research, Innovation and Extension

- Research funding data (₹20 lakh target) needs augmentation; industry linkages to be explored.

- At least 20 MoUs with documented mutual activities to be compiled.

- Outreach programs exceed 50; photos, reports, and volunteer lists to be attached.

Criterion 4: Infrastructure and Learning Resources

- Maintain computer-student ratio to 1:5 lab photos and invoices to be updated.

- Clarify audit percentage (target: ≥25%) for infrastructure and maintenance.

Criterion 5: Student Support and Progression

- Prepare a unique student list and verify scholarship data (target: 70%).

- Career counselling and competitive exam coaching documentation

- Grievance redressal mechanism documentation to be hosted on the website.

- Placement and progression data (target: 60%) to be enhanced.

Criterion 6: Governance, Leadership and Management

- E-governance bills to be collected; audited reports and Governing Council approval to be compiled.

- FDPs (5 days minimum) to cover ≥60% of staff; formal circulars and annual report to be filed.

- ISO Certification and AAA (Academic Administrative Audit) to be done before May 2023.

Criterion 7: Institutional Values and Best Practices

- Facilities like 5KVA solar panel, rainwater harvesting, and e-waste MoU to be completed.
- Geotagged photos with captions and invoices (dated before May 2023) to be uploaded.
- Green, energy, and environmental audits for 2022–23 to be acquired from external agencies.
- Proof of clean campus awards and beyond-campus activities to be finalized.

Resolutions Passed:

Action Item	Responsible Team	Deadline
Update faculty and student data for Criteria 2 & 5	HR + Admissions	6 Oct 2023
Improve MoU documentation and research records	Research Cell	9 Oct 2023
Infrastructure audit, ratio improvement	IT Cell + Estate Office	10 Oct 2023
Finalize grievance redressal files and host on site	Student Welfare Committee	5 Oct 2023
Prepare audit reports and eco-friendly facility evidence	Green Campus Committee	10 Oct 2023
ISO & AAA planning	Principal + IQAC	13 Oct 2023

Conclusion:

The Principal reiterated the importance of timely, transparent, and verifiable documentation. All teams were instructed to adhere to the timeline for successful resubmission. A review meeting is scheduled for **11th October 2023**.

Meeting Adjourned at: 12:30 PM

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

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Date: 12th July 2023

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	Mr. Sajan Joshy	Office Superintendent	Member

Agenda:

- Discussion on required actions, clarifications, and documentation improvements in draft SSR
- Assignment of responsibilities for compliance and timelines.
- Website and IIQA readiness.

Key Points Discussed:

1. Overview of Review Comments:

The IQAC Coordinator presented the SSR draft report

The report highlighted observations across all 7 criteria, including the Extended Profile and IIQA readiness.

2. Actionable Points:

Student Data (Metric 1.1, 2.1.1, 2.1.2):

Admission approvals, sanctioned intake clarifications, and enrolment details to be matched and documented year-wise.

Additional sanctioned proof (e.g., for BCA 2022-23) to be obtained.

Faculty Records (Metric 2.1, 2.4.1, 2.4.2):

Full-time teacher list to be verified department-wise.

Project, Internship, Feedback (Metrics 1.3.2, 1.4.1):

Student internship/project data for 2022-23 to be consolidated.

Feedback communication with affiliating university and web hosting to be ensured.

Research and Grants (Metrics 3.1.1 – 3.5.1):

Missing grant details to be collected.

MoU count to exceed 20; year-wise activity documents to be compiled.

Student Support (Metrics 5.1 – 5.3):

Grievance redressal awareness documents, event photos, and online systems to be updated.

Competitive exam data, scholarship policy documents, and placement records to be reviewed.

Infrastructure & Environment (Metrics 4.1.2, 4.3.2, 7.1.2):

Expenditure documents to be audited and certified.

Photos of sustainability infrastructure (e.g., solar, LED lights, waste systems) to be retaken

New MoU for e-waste clearance to be signed.

E-Governance (6.2.2):

Governing Council meeting minutes on e-governance to be prepared and documented.

Quality Assurance (6.5.2):

IQAC minutes and action taken reports since 2018 to be compiled.

Orientation and refresher program reports to be added.

3. IIQA & Website Updates:

University affiliation letter (2023–24), RTI Act document, AISHE certificate (2022–23), and current student count to be displayed.

Teaching/non-teaching staff list, program list, and committee details to be uploaded.

Decisions Taken:

Task	Responsible	Deadline
Student & teacher data validation	Dept. HoDs + Admin Office	17 July 2023
Feedback collection reports & communication	Feedback Committee	18 July 2023
MoU increase & activity proof	Placement + IQAC	20 July 2023
Grievance redressal and awareness docs	Student Welfare Committee	15 July 2023
Website content & IIQA display	IT Cell	14 July 2023
Infrastructure geotagging & bills	Purchase Manager + IQAC	19 July 2023

Conclusion:

The Principal emphasized the importance of timely and accurate documentation to meet NAAC standards. All members were requested to ensure proactive coordination. A follow-up review meeting is scheduled for 21st July 2023.

Meeting concluded at: 1:00 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, Chalakudy

Internal Quality Assurance Cell (IQAC)
Meeting Minutes
Date: 24th May 2023
Venue: IQAC Conference Room
Time: 10:30 AM – 1:00 PM

Agenda:

1. Review and discussion of the SSR draft submitted for NAAC accreditation.

2. Recommendations for improvement as per the review committee.

3. Action plan for addressing the highlighted issues.

4. Assignment of responsibilities for revisions.

Members Present:

Sl. No.	NAME	DESIGNATION	CATEGORY
1	Ms. Lekha Vasudevan	Principal Incharge & Academic Coordinator, H.O.D & Assistant Professor, Dept. of Computer Science	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	Mr. Jaisemon Jacob	Assistant Professor, Dept. of Commerce	Senior Faculty Member
5	Dr. Bindu V	H.O.D & Assistant Professor, Dept. of Commerce	Senior Faculty Member
6	Ms. Sindu Francis	H.O.D & Assistant Professor, Dept. of Costume & Fashion Designing	Senior Faculty Member
7	Mr. Sajan Joshy	Office Superintendent	Member

Proceedings:

Opening Remarks:

The meeting began with the Principal welcoming all members and briefing the purpose of the session – to critically evaluate the feedback received on the SSR draft dated 24.05.2023.

SSR Review Analysis:

The IQAC Coordinator presented the key observations and suggestions made by the review committee. The report was found to be comprehensive but required certain improvements to meet the NAAC standards more effectively.

Key Recommendations from the Review Report:

Criterion-wise Comments: Several criteria need enhanced data validation, better documentation, and alignment with NAAC templates.

Qualitative Metrics (QlM): Narrative responses need improvement in clarity, coherence, and evidence-based justification.

Quantitative Metrics (QnM): Data consistency and accurate referencing of source documents were emphasized.

Supporting Documents: Suggested improvements in linking supporting documents clearly in the SSR, especially for metrics like student progression, faculty contributions, and best practices.

Best Practices and Institutional Distinctiveness: The narratives need to be more impactful and reflect unique institutional strengths.

Formatting & Structure: Attention to uniform formatting, proper captions, consistent referencing, and overall readability.

Decisions Taken:

Each criterion will be reviewed and revised by designated faculty coordinators.

A formatting team will be formed to ensure consistency in document presentation.

Timeline of 15 days was agreed upon for completing revisions.

Action Plan:

Formation of sub-committees for each SSR criterion.

Regular review checkpoints to monitor revision progress.

Final draft to be ready for submission by [Insert Date].

Closing Remarks:

The Principal appreciated the efforts of the IQAC team and emphasized the importance of quality documentation for successful NAAC accreditation. The meeting concluded with a vote of thanks.

Meeting Adjourned at: 1:00 PM

Prepared by:

Suma Menon

IQAC Coordinator

Approved by:

Ms. Lakha Vasudevan

Principal Incharge & Chairperson