

## Minutes of IQAC meeting

Dte:28.06.2023

Time: 10am

Venue: principal's office

### Agenda:

1. New Course: MSc Food Tech, BSc Clinical Nutrition
2. National and International Seminars, Workshop, Invited Talk
3. NAAC File Updation
4. Any other matters

### Participants:

1. Dr. C V Thomas (Principal) *CVT*
2. Mr. Sajid A M (IQAC Co-ordinator) *Sajid*
3. Prof. T V Jacob (HOD of Chemistry) *TVJ*
4. Mr. Shanavas P M (HOD Of Commerce) *Shanavas*
5. Mrs. Saumya T S (HOD of Computer Science) *Saumya*
6. Mr. Ansari K P ( HOD Of English) *Ansari*
7. Mrs. Shameena K Muhammed (HOD of Economics) *Shameena*
8. Mrs. Meera M Nair (HOD of Business Administration) *Meera*
9. Mrs. Jyothy C Nair (HOD of bioscience) *Jyothy*
10. Mrs. Bindu K A (HOD of Statistics) *Bindu*
11. Mrs. Aneesa A Rahman (HOD of Electronics) *Aneesa*
12. Mrs. Renju Paul (HOD of Zoology) *Renju*
13. Mrs. Rekha K S (HOD of Psychology) *Rekha*
14. Mr. Malik Dinar ( online Coordinator) *Malik*
15. Josseena Jose (Librarian) *Josseena*

The meeting of the IQAC was conducted on 28/06/2023 at 10am in the Principal's office. The meeting started with a silent prayer. The following decisions were taken in the meeting.

1. Presentation on the proposed MSc Food Technology and BSc Clinical Nutrition program, Discussion on the program's curriculum, faculty expertise, infrastructure requirements, internship opportunities, and employability prospects.
2. for Enhancing Institutional Quality ,Discussion on organizing national and international seminars/workshops in relevant fields and Exploring possibilities of inviting renowned speakers for guest talks.
3. Identifying areas for updating NAAC files (curricular documents, student support services, etc.) and assigning responsibilities.
4. No other matters were discussed.

IQAC Coordinator  
28.06.2023



*[Signature]*  
Principal

PRINCIPAL  
Indira Gandhi College of Arts & Science  
Kothamangalam

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## Minutes of IQAC meeting

Dte:10.08.2023

Time: 2pm

Venue: principal's office

### Agenda:

- 1.
2. Preperation of SSR and File updation
3. Club Activities
4. Any other matters

### Participants:

1. Dr. C V Thomas (Principal)
2. Mr. Sajid A M (IQAC Co-ordinator)
3. Prof. T V Jacob (HOD of Chemistry) *TVJ*
4. Mr. Harikanth S (HOD Of Commerce)
5. Mrs. Saumya T S (HOD of Computer Science) *Saumya*
6. Mrs. Shameena K Muhammed (HOD of Economics) *Shameena*
7. Mrs. Meera M Nair (HOD of Business Administration) *Meera*
8. Mrs. Jyothy C Nair (HOD of bioscience) *Jyothy*
9. Mrs. Bindu K A (HOD of Statistics) *Bindu*
10. Mrs.Aneesa A Rahman(HOD of Electronics) *Aneesa*
11. Mr. Rabiya (HOD of Zoology) *Rabiya*
12. Mr. Sreeranjini P S (HOD of Psychology) *Sreeranjini*
13. Mr. Malik Dinar ( online Coordinator) *Malik*
14. Mr. Shanavas P M *Shanavas*

The meeting of the IQAC was conducted on 10/08/2023 at 2pm in the Principal's office. The meeting started with a silent prayer. The following decisions were taken in the meeting.

1. Discussion on the format and content of the SSR, Assigning responsibilities for data collection and report writing for different sections of the SSR, Status update on file updation for various criteria and Review of the timeline for SSR submission
2. Review of the current status of club activities (participation, achievements, etc.) and Discussion on strategies to enhance student participation in clubs
3. No other matters were discussed.

IQAC Coordinator  
10.08.2023



Principal

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## Minutes of IQAC meeting

Date :10.11.2023

Time: 11 am

Venue: principal's office

### Agenda:

1. Quality Enhancement and NAAC file updation.
2. International / National Seminar
3. Workshop on OBE
4. Workshop on FYUGP in implementation level
5. Workshop on FYUGP for ministerial level on admission
6. Research Orientation Seminar or workshop for Faculty members
7. Department wise Extension Activities

### Participants:

1. Dr. Viji K Ramakrishnan (Principal) *Viji*
2. Mr. Sajid A M (IQAC Co-ordinator) *Sajid*
3. Prof. Ansari K P (Convener Criteria 1) *Ansari*
4. Mrs. Jyothy C Nair (Convener Criteria 2) *Jyothy*
5. Mr. (Convener Criteria 3)
6. Mr. Malik Dinar (Convener Criteria 4) *Malik*
7. Mrs. Meera M Nair (Convener Criteria 5) *Meera*
8. Mrs. Aneesa A Rahman (Convener Criteria 6) *Aneesa*
9. Mrs. Shameena K Muhammed (Convener Criteria 7) *Shameena*
10. Prof. T V Jacob (HOD of Chemistry) *TVJ*
11. Mrs. Saumya T S (HOD of Computer Science) *Saumya*
12. Mr. Shanavas P M (HOD of Commerce) *Shanavas*
13. Mrs. Bindu K A (HOD of Statistics) *Bindu*
14. Mrs. Rincy (HOD of Zoology) *Rincy*
15. Mrs. Bridget Scaria (HOD of Food Technology) *Bridget*
16. Mr. Badusha Basheer (Administrative Officer) *Badusha*
17. Mrs. Joseena Jose (librarian) *Joseena*

### Decisions:-

1. Department heads ensure to update the NAAC file in time.
2. Organize a national or international seminar/ workshop combined by the science and social science department.
3. Departments to keep required documents of any activity conducted, such as Request letter to the Principal, Notice to the students, Brochure, Program Chart, Geotagged photos, Participation List, Report etc.
4. Separate workshop will be arranged for teaching and non-teaching staff on FYUGP for 2024 admission.
5. For improving Research culture among the faculty members organize a research Orientation Seminar and a workshop for Development of Institutional Repository using DSpace.
6. Reading Habits enhancement program to be conducted by the supervision of librarian.
7. Mid- day Meals for the patients in Govt. Hospital Kothamangalam, in association with College Union.
8. Nature Club was directed to organize a Nature Camp.
9. Hods were directed to submit proposals for the Action Plan on or before 24<sup>th</sup> November 2023.
10. Decided to arrange a staff tour for recreation on 2<sup>nd</sup> December 2023.

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### Action Taken

	Decisions	Actions	Remarks
1	Quality Enhancement		
2	International / National Seminar	Department wise Seminars Organized	
3	Workshop on FYUGP	5.4.2024 by Dr T P Vinu Former Member Syndicate Associate Professor NSS Hindu College Changanassery	
4	Research Orientation Seminar	15 & 16/12/2023	
5	Extension Activities	Clubs and Departments conduct various extension activities in the society.	



*Viji K Ramakrishnan*

Principal

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## Minutes of IQAC meeting

Date :06.02.2024




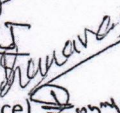


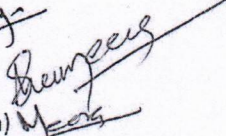
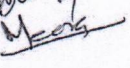
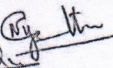


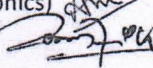

Time: 11am

Venue: principal's office

### Agenda:

1. Website Updation
2. Additional Batch for BBA and BCA
3. AICTE Registration
4. MGU-UGP 2024 Implementation
5. Any other matters

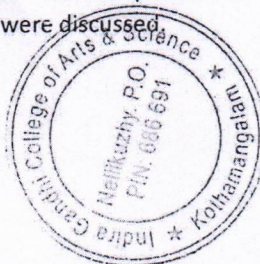
### Participants:

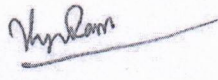
1. Dr. Viji K Ramakrishnan (Principal) 
2. Mr. Sajid A M (IQAC Co-ordinator) 
3. Prof. T V Jacob (HOD of Chemistry) 
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10. Mrs. Bindu K A (HOD of Statistics) 
11. Mrs. Aneesa A Rahman (HOD of Electronics) 
12. Mr. Malik Dinar ( online Coordinator) 
13. Josseena Jose (Librarian) 

The meeting of the IQAC was conducted on 06/02/2024 at 11am in the Principal's office. The meeting started with a silent prayer. The following decisions were taken in the meeting.

1. Discuss proposed website updates and improvements, Assign responsibilities for content creation and updation and Determine a timeline for completion of website updates.
2. Discuss the need for an additional batch for BBA and BCA programs, Consider resource availability (faculty, classrooms, etc.) for an additional batch and Decide on the feasibility of introducing an additional batch.
3. Identify any outstanding requirements or steps needed for registration, Determine a timeline for completing the AICTE registration process and Assign responsibilities for completing the registration process.
4. Discuss the adoption of MGU-UGP 2024 curriculum and Develop a plan for faculty training and curriculum development.
5. No other matters were discussed.

IQAC Coordinator  
06.02.2024



  
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### Action Taken

	Decisions	Actions	Remarks
1	Mentor -Mentee	Students Centric Approach for mentor - mentee Implemented	
2	IEDC		
3	Naac File Updateation		

*Viji K Ramakrishnan*

Principal

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## Minutes of IQAC meeting

Date :15.04.2024

Time: 10am

Venue: principal's office

### Agenda:

1. IIQA Submission
2. MGU-UGP
3. Any other matters

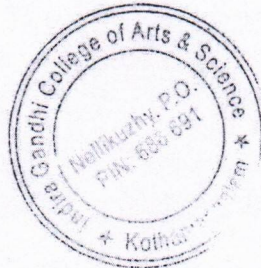
### Participants:

1. Dr. Viji K Ramakrishnan (Principal) *Viji K Ramakrishnan*
2. Mr. Sajid A M (IQAC Co-ordinator) *Sajid A M*
3. Prof. T V Jacob (HOD of Chemistry) *T V Jacob*
4. Mr. Shanavas P M (HOD Of Commerce) *Shanavas P M*
5. Mrs. Saumya T S (HOD of Computer Science) *Saumya T S*
6. Mr. Ansari K P ( HOD Of English) *Ansari K P*
7. Mrs. Shameena K Muhammed (HOD of Economics) *Shameena K Muhammed*
8. Mrs. Meera M Nair (HOD of Business Administration) *Meera M Nair*
9. Mrs. Jyothy C Nair (HOD of bioscience) *Jyothy C Nair*
10. Mrs. Bindu K A (HOD of Statistics) *Bindu K A*
11. Mrs.Aneesa A Rahman(HOD of Electronics) *Aneesa A Rahman*
12. Mrs. Rabiya (HOD of Zoology) *Rabiya*
13. Mrs. Sreeranjini P S (HOD of Psychology) *Sreeranjini P S*
14. Mr. Malik Dinar ( online Coordinator) *Malik Dinar*
15. Josseena Jose ( Librarian) *Josseena Jose*

The meeting of the IQAC was conducted on 15/04/2024 at 10am in the Principal's office. The meeting started with a silent prayer. The following decisions were taken in the meeting.

1. Discuss the progress on the Internal Quality Assurance (IIQA) submission process, Review any outstanding requirements or challenges and Assign responsibilities and deadlines for completing the IIQA document.
2. Discuss the implementation of the Mahatma Gandhi University - Undergraduate Programme (MGU-UGP) framework, Brainstorm strategies to ensure successful implementation of MGU-UGP and Consider resource allocation or training needs for faculty and staff.
3. No other matters were discussed.

IQAC Coordinator  
15.04.2024



*Viji K Ramakrishnan*

Principal

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