

MINUTES OF THE IQAC MEETING DATED 2<sup>nd</sup> June 2021

**Time :10.00Am**

**Venue: Board Room**

Members present:

1. Rev. Fr. Dr. Cherian J Kottayil	Principal
2. Prof. Varghese Abraham	IQAC Coordinator
3. Mr. Ajay Kurien	IQAC Asst. Coordinator
4. Dr. Jenny Jacob	HoD, School of Biosciences
5. Dr. Treesa Varghese	Asso. Prof, School of Biosciences
6. Mr. Tiji Thomas	HoD, Dept. of Computer Applications
7. Dr. Sudeep Chandramana	HoD, Dept. of Management Studies
8. Dr. V.P. Vijayamohan	Asso.Prof, Dept. of Management Studies
9. Dr. Ashalakshmi R K	Asso.Prof, Dept. of Management Studies
10. Dr. Neethu Ann Georgie	Asso.Prof, Dept. of Management Studies
11. Mrs. Vidhya V. Kumar	Asst.Prof, Dept. of Computer Applications
12. Ms. Jeena Sara Viju	Asst.Prof, Dept. of Computer Applications
13. Mr. Thomas Mathew	Head, IT & Systems
14. Sr.Laicy O.S.S.	Librarian

The meeting commenced with a silent prayer. The following agenda were taken up for the meeting.

Agenda

- Review of AQAR 2018-19
- Review of AQAR 2019-20 draft
- Academic calendar for 2021-22
- Workshop and Training Programmes on
  - i. SSR Preparation
  - ii. Sensitization programme on Gender Equity
- Orientation on
  - i. Code of Conduct
  - ii. Career Development
- Alumni meet
- Performance Appraisal



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M.Sc. Programmes at Bio Campus ▶ Biochemistry  
▶ Bioinformatics ▶ Bionanotechnology  
▶ Biotechnology ▶ Plant Biotechnology  
▶ Food Technology & Quality Assurance  
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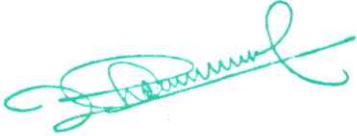
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## Discussions & Decisions

- IQAC reviewed the AQAR 2018-19 and the council approved it for uploading into the NAAC portal by 5th August 2021.
- The council evaluated and suggested the changes required in the draft of AQAR 2019-20. Decided to conduct the final review on 12<sup>th</sup> August 2021.
- Discussed the academic calendar submitted by the Heads of the Departments and suggested to incorporate all non-curricular events, commemorative days and festivals for the upcoming academic year.
- IQAC decided to conduct a workshop on SSR Preparation for both Teaching and Non-teaching staff.
- The council directed the NSS to arrange a programme on Gender Equity to create awareness regarding gender equality issues and to modify the behavior and views of the students.
- IQAC recommended to conduct an orientation on Code of Conduct for both Teaching and Non-teaching staff to make them aware of their roles, duties, responsibilities and the ethics that should be followed.
- Directed the Corporate Relations to organize career orientation session for the current running batches to create awareness about career opportunities.
- The council sought the opportunities to organize department wise Alumni meet and instructed the Heads of the Departments to organize an Alumni Meet.
- IQAC entrusted the HR Dept. to conduct the annual performance appraisal of teaching and nonteaching staff.

  
Co-ordinator, IQAC



  
Principal

## Minutes of the IQAC Meeting Dated 12<sup>th</sup> August 2021

**Time :10.00Am**

**Venue: Board Room**

Members present:

- |                                    |   |
|------------------------------------|---|
| 1. Rev. Fr. Dr. Cherian J Kottayil | Principal                                 |
| 2. Prof. Varghese Abraham          | IQAC Coordinator                          |
| 3. Mr. Ajay Kurien                 | IQAC Asst. Coordinator                    |
| 4. Dr. Jenny Jacob                 | HoD, School of Biosciences                |
| 5. Dr. Treesa Varghese             | Asso. Prof, School of Biosciences         |
| 6. Mr. Tiji Thomas                 | HoD, Dept. of Computer Applications       |
| 7. Dr. Sudeep Chandramana          | HoD, Dept. of Management Studies          |
| 8. Dr. Ashalakshmi R K             | Asso.Prof, Dept. of Management Studies    |
| 9. Dr. Neethu Ann Georgie          | Asso.Prof, Dept. of Management Studies    |
| 10. Mrs. Vidhya V. Kumar           | Asst.Prof, Dept. of Computer Applications |
| 11. Ms. Jeena Sara Viju            | Asst.Prof, Dept. of Computer Applications |
| 12. Mr. Thomas Mathew              | Head, IT & Systems                        |
| 13. Sr.Laicy O.S.S.                | Librarian                                 |
| 14. Mr. Saji Mathew                | Finance Manager                           |
| 15. Sri. Kuttoor Radhakrishnan     | Station Director, Radio MACFAST 90.4      |
| 16. Mr. Tom K. Abraham             | Nominee, Alumni                           |
| 17. Ms. Arathy Robert              | Nominee, Alumni                           |

The meeting commenced with a silent prayer. The following agenda were taken up for the meeting.

Agenda

- AQAR 2018-19 Assessment Review
- Review of AQAR 2019-20
- ADD-ON Courses for the current and upcoming batches



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- International Conference
- Entrepreneurial Development Programmes
- Student counselling and Mentoring
- Wildlife Week Celebration

### Discussions & Decisions

- The council reviewed the AQAR 2018-19 submitted to the NAAC Portal on 10<sup>th</sup> August 2021.
- IQAC reviewed the AQAR 2019-20 and the council approved it for uploading into the NAAC portal by 30<sup>th</sup> August 2021.
- Recommended to design new Add-on courses based on industry requirements and employers feedback.
- Directed the Heads of the Departments to organize International/ National Conferences and seminars in their respective departments.
- Evaluated the activities of MACFAST Innovation and Corporate Synergy and instructed the coordinator to organize entrepreneurship skill development programmes. The council suggested conducting some competitions for the students to come up with start-up ideas.
- The council evaluated the effectiveness of the counselling and mentorship programmes in the departments.
- Directed the coordinator of the Forestry Club to organize activities as part of International Wildlife Week celebration.

  
Co-ordinator, IQAC



  
Principal



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## MINUTES OF THE IQAC MEETING DATED 27<sup>th</sup> October 2021

**Time :10.00am**

**Venue: Board Room**

### Members present:

18. Rev. Fr. Dr. Cherian J Kottayil	Principal
19. Prof. Varghese Abraham	Administrator
20. Mr. Ligo Koshy	IQAC Coordinator
21. Mr. Ajay Kurien	IQAC Asst. Coordinator
22. Dr. Jenny Jacob	HoD, School of Biosciences
23. Dr. Treesa Varghese	Asso. Prof, School of Biosciences
24. Mr. Tiji Thomas	HoD, Dept. of Computer Applications
25. Dr. Sudeep Chandramana	HoD, Dept. of Management Studies
26. Dr. V.P. Vijayamohan	Asso.Prof, Dept. of Management Studies
27. Dr. Ashalakshmi R K	Asso.Prof, Dept. of Management Studies
28. Dr. Neethu Ann Georgie	Asso.Prof, Dept. of Management Studies
29. Mrs. Vidhya V. Kumar	Asst.Prof, Dept. of Computer Applications
30. Ms. Jeena Sara Viju	Asst.Prof, Dept. of Computer Applications
31. Mr. Thomas Mathew	Head, IT & Systems
32. Mr. M Salim	President, Merchant Association Thiruvalla
33. Mr. Tom K Thomas	Alumni Representative
34. Ms. Arathy Robert	Alumni Representative

The meeting commenced with a silent prayer. The following agenda were taken up for the meeting.

### Agenda

- IIQA Submission
- Workshop for faculty members on writing Qualitative Metrics in SSR
- Motivational Session for students
- Talk on Sexual Harassment
- Opportunities for Experiential Learning in School of Biosciences



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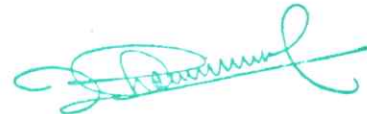
- Grooming and Dining Etiquette Training

**Discussions & Decisions**

- The council discussed and finalized the basic profile details need to be uploaded in the IIQA.
- Decided to organize a workshop for the faculty members on writing Qualitative Metrics in SSR to make them aware about how to effectively approach and write each QIM essays by highlighting the relevant information within the word limit stipulated by NAAC.
- Recommended MICS to organize a motivational session for the students to prepare them mentally to face the upcoming placement drives and other opportunities.
- Suggested Women Cell to arrange a talk on Sexual Harassment in commemoration of International Day of Violence against Women.
- The council sought the opportunities to inculcate experiential learning in Biosciences Programmes other than Laboratory Experiments. Suggested to form a Food Club and provide more opportunities for Experiential Learning.
- Directed MICS to organize Grooming and Dining Etiquette Training for the MBA Final Year students.



**Co-ordinator, IQAC**



**Principal**

## MINUTES OF THE IQAC MEETING DATED 20<sup>th</sup> January 2022

**Time :2.00pm**

**Venue: Board Room**

Members present:

1. Rev. Fr. Dr. Cherian J Kottayil	Principal
2. Prof. Varghese Abraham	Administrator
3. Mr. Ligo Koshy	IQAC Coordinator
4. Mr. Ajay Kurien	IQAC Asst. Coordinator
5. Dr. Jenny Jacob	HoD, School of Biosciences
6. Mr. Tiji Thomas	HoD, Dept. of Computer Applications
7. Dr. Sudeep Chandramana	HoD, Dept. of Management Studies
8. Dr. V.P. Vijayamohan	Asso.Prof, Dept. of Management Studies
9. Dr. Ashalakshmi R K	Asso.Prof, Dept. of Management Studies
10. Dr. Neethu Ann Georgie	Asso.Prof, Dept. of Management Studies
11. Mrs. Vidhya V. Kumar	Asst.Prof, Dept. of Computer Applications
12. Ms. Jeena Sara Viju	Asst.Prof, Dept. of Computer Applications
13. Mr. Thomas Mathew	Head, IT & Systems
14. Ms. Haritha S	S1, MBA

The meeting commenced with a silent prayer. The following agenda were taken up for the meeting.

Agenda

- IIQA Submission
- Workshop on Outcome Based Education (OBE)
- Outbound Experiential Learning (OEL) for students
- Celebrations of Commemorative Days:
  - i. Science Day
  - ii. Women's Day
- Biometric Gate register in Library
- Tournament/ Events



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### Discussions & Decisions

- The IIQA for the 2<sup>nd</sup> Cycle of NAAC Accreditation was submitted. The clarifications raised by NAAC on the IIQA regarding the AISHE Certificate and the closure order of MCA Lateral Entry programme from the University was discussed and further decisions were taken.
- Decided to organize a workshop on Outcome Based Education (OBE). The council recommended Dr. Lourdusamy, IQAC Director, St. Joseph's College, Palayamkottai as the resource person.
- Directed MICS to make necessary arrangements to conduct Outbound Experiential Learning (OEL) for MBA 2020-22 Batch.
- IQAC recommended Women Cell and G N Ramachandran Science Club to organize programmes to celebrate Women's Day and Science Day respectively.
- IQAC directed the Library Council to introduce Biometric gate register to efficiently monitor the library usage.
- The council evaluated the activities of the Sports council and directed them to organize any events for the students.

**Co-ordinator, IQAC**

**Principal**





## MINUTES OF THE IQAC MEETING DATED 4<sup>th</sup> March 2022

**Time :2.00pm**

**Venue: Board Room**

Members present:

1. Rev. Fr. Dr. Cherian J Kottayil	Principal
2. Prof. Varghese Abraham	Administrator
3. Dr. K. R. Sukumaran Nair	Academic Director
4. Mr. Ligo Koshy	IQAC Coordinator
5. Mr. Ajay Kurien	IQAC Asst. Coordinator
6. Dr. Jenny Jacob	HoD, School of Biosciences
7. Mr. Tiji Thomas	HoD, Dept. of Computer Applications
8. Dr. Sudeep Chandramana	HoD, Dept. of Management Studies
9. Dr. V.P. Vijayamohan	Asso.Prof, Dept. of Management Studies
10. Dr. Ashalakshmi R K	Asso.Prof, Dept. of Management Studies
11. Dr. Neethu Ann Georgie	Asso.Prof, Dept. of Management Studies
12. Mrs. Vidhya V. Kumar	Asst.Prof, Dept. of Computer Applications
13. Ms. Jeena Sara Viju	Asst.Prof, Dept. of Computer Applications
14. Mr. Thomas Mathew	Head, IT & Systems
15. Ms. Haritha S	S1, MBA

The meeting commenced with a silent prayer. The following agenda were taken up for the meeting.

Agenda

- Radio MACFAST 90.4 Talent Hunt
- MDC on staff orientation and Quality Initiatives for Teaching and Non- Teaching Staff



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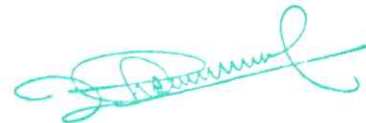
- Review of SSR
- Training Session for Faculty members on LMS (Moodle)
- Training Session on Effective mentoring for the faculty members
- Student Satisfaction Survey
- Feedback on curriculum from stakeholders

### Discussions & Decisions

- Recommended to conduct a Programme among students to identify the best talents suitable for various positions at Radio MACFAST 90.4
- Decide to conduct a session on Quality Initiatives for Teaching and Non-Teaching Staff
- Reviewed the SSR (Self Study Report) for the second cycle of Accreditation and Approved it for uploading it in the NAAC Portal
- Directed the NSS officer to initiate the process of registering for the Unnat Bharat Abhiyan
- Decided to conduct a Training Session for Faculty members on LMS (Moodle platform)
- Decided to conduct a training session for the faculties on effective mentoring
- Decided to conduct a session to orient the students about the Student Satisfaction Survey which will be conducted a part of the NAAC Accreditation Process
- Informed library committee to subscribe more research journals in the filed of management and biosciences.
- Directed the departments to include more case studies for bridging the gap between theory and practice

  
Co-ordinator, IQAC





Principal

## MINUTES OF THE IQAC MEETING DATED 1<sup>st</sup> June 2022

**Time :2.00pm**

**Venue: Board Room**

Members present:

1. Rev. Fr. Dr. Cherian J Kottayil	Principal
2. Prof. Varghese Abraham	Administrator
3. Dr. K. R. Sukumaran Nair	Academic Director
4. Dr. Ligo Koshy	IQAC Coordinator
5. Mr. Ajay Kurien	IQAC Asst. Coordinator
6. Dr. Jenny Jacob	HoD, School of Biosciences
7. Mr. Tiji Thomas	HoD, Dept. of Computer Applications
8. Dr. Sudeep Chandramana	HoD, Dept. of Management Studies
9. Dr. V.P. Vijayamohan	Asso.Prof, Dept. of Management Studies
10. Dr. Ashalakshmi R K	Asso.Prof, Dept. of Management Studies
11. Dr. Neethu Ann Georgie	Asso.Prof, Dept. of Management Studies
12. Mrs. Vidhya V. Kumar	Asst.Prof, Dept. of Computer Applications
13. Ms. Jeena Sara Viju	Asst.Prof, Dept. of Computer Applications
14. Mr. Thomas Mathew	Head, IT & Systems
15. Ms. Haritha S	S1, MBA

The meeting commenced with a silent prayer. The following agenda were taken up for the meeting.

Agenda

- Training Session on Reference Management Tools for the students



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- Online Portal for Journal of Science Technology and Management
- Academic Calendar for 2022-23
- MOUs with Institutes and Industries
- Outcome based Education
- UBA Phase -1 Activities
- Energy Environment and Green Audit
- Conferences and Seminars
- Workshop on NAAC Preparations for Peer Team Visit

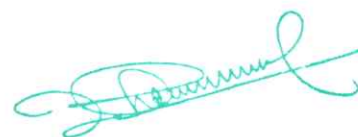
### Discussions & Decisions

- Decided to conduct a Training session for the students on Reference management Tool and entrusted Dr. Smitha Vijayan, Associate Professor, School of Bio sciences to Organize the session.
- Recommended the Journal committee to provide an online version of the journal (Journal of Science Technology and Management) to increase the views and citations.
- Discussed about the Academic Calendar for 2022-23 submitted by the Heads of the department and suggested to incorporate all non-curricular events, commemorative days and festivals for the upcoming year in the academic year
- Suggested to sign MOU with Institutions and Industries of National repute to promote joint projects, seminars, publications etc for the students and faculty members
- Recommended to conduct an FDP on Outcome Based Education
- Decided to conduct the Phase-1 Activities of UBA
- Decided to conduct Energy Environment and Green Audit
- Recommended to conduct conferences and seminars by the departments
- Decided to conduct a Workshop on NAAC Preparations for Peer Team Visit



**Co-ordinator, IQAC**





**Principal**