

MINUTES OF THE IQAC MEETING DATED 7th June 2023

Time :2.00pm

Venue: Board Room

Members present:

Dr. Varghese K Cheriyan	Principal
Rev. Fr. Dr. Cherian J Kottayil	Director
Prof. Varghese Abraham	Administrator
Dr. K. R. Sukumaran Nair	Academic Director
Dr. Ligo Koshy	IQAC Coordinator
Dr. Jenny Jacob	HoD, School of Biosciences
Mr. Tiji Thomas	HoD, Dept. of Computer Applications
Dr. Sudeep Chandramana	HoD, Dept. of Management Studies
Dr. V.P. Vijayamohan	Asso.Prof, Dept. of Management Studies
Dr. Ashalakshmi R K	Asso.Prof, Dept. of Management Studies
Dr. Neethu Ann Georgie	Asso.Prof, Dept. of Management Studies
Mrs. Vidhya V. Kumar	Asst.Prof, Dept. of Computer Applications
Mr. Thomas Mathew	Head, IT & Systems

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




Programmes at Main Campus	:	MCA MBA BCA B.Com Ph.D. in Management Studies
Programmes at Biocampus	:	M.Sc. Bioinformatics M.Sc. Biotechnology M.Sc. Plant Biotechnology M.Sc. Food Technology & Quality Assurance M.Sc. Biochemistry Ph.D. in Biosciences

Agenda

- Academic Calendar for 2023-24
- Application for Autonomous college Status
- ISO 9001:2015 Certification
- Addon Courses for students
- International Conference
- National Level Fest

Decisions

- The meeting began with a discussion about the Academic Calendar for 2023-24 submitted by the Heads of Departments. It was suggested to incorporate all non-curricular events, commemorative days, and festivals into the calendar to ensure a comprehensive schedule for the upcoming academic year.
- For the application for autonomous college status, the responsibility was assigned to the IQAC. The team will handle the preparation and submission of the application, ensuring compliance with all required standards.
- The ISO 9001:2015 Certification process was entrusted to the IQAC. The focus will be on meeting the necessary quality standards to secure the certification efficiently.
- In terms of addon courses, HODs were assigned the task of identifying and implementing relevant courses in their departments. These courses aim to provide students with additional skills and enhance their employability.
- Plans for the International Conference were also discussed, with each department responsible for organizing specific segments. This initiative is expected to bolster the institution's academic and research reputation.
- The National Level Fest coordination was entrusted to Mr. Thomas Mathew, who will work with all departments to ensure the event's successful execution.


Co-ordinator, IQAC




Principal
Prof. VARGHESE K CHERIYAN
PRINCIPAL, MACFAST
TIRUVALLA - 689 101

MINUTES OF THE IQAC MEETING DATED 5th September 2023

Time :2.00pm

Venue: Board Room

Members present:

Dr. Varghese K Cheriyan	Principal
Rev. Fr. Dr. Cherian J Kottayil	Director
Prof. Varghese Abraham	Administrator
Dr. K. R. Sukumaran Nair	Academic Director
Dr. Ligo Koshy	IQAC Coordinator
Dr. Jenny Jacob	HoD, School of Biosciences
Mr. Tiji Thomas	HoD, Dept. of Computer Applications
Dr. Sudeep Chandramana	HoD, Dept. of Management Studies
Dr. V.P. Vijayamohan	Asso.Prof, Dept. of Management Studies
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Programmes at Biocampus : M.Sc. Bioinformatics | M.Sc. Biotechnology
M.Sc. Plant Biotechnology | M.Sc. Food Technology & Quality Assurance
M.Sc. Biochemistry | Ph.D. in Biosciences

Agenda

- Participation of students in NPTEL Courses
- Participation in NIRF 2024
- Energy, Environment and Green Audit
- International Conference
- Expert talk on emerging areas
- Training Programme for non- teaching staff
- Industrial visit for students

Decisions

- It was decided to promote student participation in NPTEL courses to enhance their learning opportunities. Dr. Jeny was entrusted with coordinating this initiative, including publicizing the courses as they are announced. HODs will monitor student enrolments to ensure active participation.
- The IQAC will coordinate the activities required for the institution's participation in the NIRF 2024 rankings. This includes gathering and organizing the necessary data and ensuring timely submission to strengthen the institution's ranking.
- Dr. Smitha Vijayan will oversee the coordination of activities related to the green audit. This initiative aims to promote sustainable practices within the campus, focusing on energy conservation, waste management, and environmental responsibility.
- The Heads of Departments (HODs) were tasked with planning and organizing international conferences within their respective domains. They can also collaborate to conduct multidisciplinary conferences, which would broaden the scope and impact of these academic gatherings.
- To bridge the gap between industry and academia, it was recommended to conduct expert talks on emerging areas. HODs will coordinate these sessions, ensuring that students benefit from insights into the latest industry trends and technological advancements.
- The Computer Applications Department was entrusted with organizing a technical skill enhancement program for non-teaching staff. This training will focus on improving their technical competencies, thereby increasing their efficiency in administrative functions.
- It was recommended that industrial visits be organized for students across all departments. These visits aim to provide practical exposure and insight into industry operations, enhancing students' understanding of their respective fields.



Co-ordinator, IQAC



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Prof. VARGHESE K CHERIYAN
PRINCIPAL, MACFAST
TIRUVALLA - 689 101

MINUTES OF THE IQAC MEETING DATED 8th December 2023

Time :2.00pm

Venue: Board Room

Members present:

Dr. Varghese K Cheriyan	Principal
Rev. Fr. Dr. Cherian J Kottayil	Director
Prof. Varghese Abraham	Administrator
Dr. K. R. Sukumaran Nair	Academic Director
Dr. Ligo Koshy	IQAC Coordinator
Dr. Jenny Jacob	HoD, School of Biosciences
Mr. Tiji Thomas	HoD, Dept. of Computer Applications
Dr. Sudeep Chandramana	HoD, Dept. of Management Studies
Dr. V.P. Vijayamohan	Asso.Prof, Dept. of Management Studies
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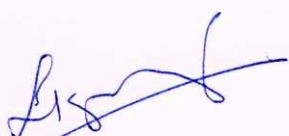
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M.Sc. Plant Biotechnology | M.Sc. Food Technology & Quality Assurance
M.Sc. Biochemistry | Ph.D. in Biosciences

Agenda

- Submission of AQAR 2022-23
- Training on UGC-CSIR Competitive Examination for students
- Workshop on academic writing for researchers and students
- Workshop on IPR
- Discussions on Feedback by stakeholders
- Workshop on Research methodology and SPSS

Decisions

- The committee reviewed the Annual Quality Assurance Report (AQAR) for 2022-23 and agreed on its submission to the NAAC portal. The responsibility for this task was entrusted to the IQAC, ensuring all necessary documentation is accurately completed and submitted on time.
- To prepare students for UGC-CSIR competitive exams, a training program was proposed. Dr. Jeny was entrusted with coordinating this initiative, aimed at raising awareness and helping students successfully clear these exams.
- To enhance academic writing skills among researchers and students, it was decided to organize a workshop focused on this area. The Biosciences Department was entrusted with the responsibility of planning and conducting this workshop.
- Recognizing the importance of intellectual property rights in research, a workshop on IPR will be conducted. The Biosciences Department was again assigned this task, with a focus on educating participants about patent laws, copyrights, and other relevant topics.
- The meeting included a detailed discussion on the feedback received from various stakeholders, including students, parents, teachers, alumni, and employers. Each group's concerns and suggestions were reviewed carefully. Key issues highlighted by stakeholders were thoroughly analysed, and appropriate decisions were made to address these concerns.
- The Management Studies Department was entrusted with organizing a workshop on research methodology and SPSS. This workshop aims to equip students and researchers with the necessary skills to conduct effective research and analyze data using SPSS software.


Co-ordinator, IQAC




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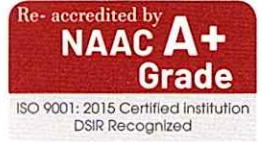
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MINUTES OF THE IQAC MEETING DATED 5th March 2024

Time :2.00pm

Venue: Board Room

Members present:

Dr. Varghese K Cheriyan	Principal
Rev. Fr. Dr. Cherian J Kottayil	Director
Prof. Varghese Abraham	Administrator
Dr. K. R. Sukumaran Nair	Academic Director
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M.Sc. Biochemistry | Ph.D. in Biosciences

Agenda

- Coaching for Entrance Examination
- Data analytics workshop
- Faculty Development Programme on (FYUGP)
- Additional classrooms for UG Programmes

Decisions

- To support students in preparing for KMAT and LBS entrance examinations, it was decided to offer specialized coaching sessions. The Departments of Management Studies and Computer Applications were entrusted with coordinating and organizing these coaching programs to ensure students are well-prepared for these exams.
- Recognizing the growing importance of data analytics, a workshop for MBA students was proposed. The Department of Computer Applications will take charge of planning and organizing this workshop, aiming to equip students with essential data analytics skills.
- In alignment with the new NEP 2020 guidelines, a Faculty Development Programme (FDP) focusing on the proposed Four-Year Undergraduate Program (FYUGP) will be conducted. The IQAC was entrusted with coordinating this program to orient faculty members on the structure, objectives, and implementation of FYUGP.
- Due to the initiation of new undergraduate programmes, it was decided to construct additional classrooms to accommodate the increased student intake. The Administrator was entrusted with overseeing the construction process and ensuring timely completion



Co-ordinator, IQAC



Principal

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